



Minutes of the Regular Meeting of
The Board of Trustees
Webster Groves Public Library
November 17, 2021

The meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, November 17, 2021. President Bethany Curtis presided and Library Director Tom Cooper kept the minutes. Also present: Trustees Jenine Harris, Anita Radcliffe, Peter Ruger, Ed Scholl, Sherry Taylor, Tess Thompson, Leanne Waugh, and Janey Worthington. Absent: City Council Liaison Karen Alexander.

Call to Order

The meeting was called to order at 7 p.m.

Public Agenda

There was no public agenda.

Minutes of the , 2021 Meeting

Ms. Worthington moved to approve the minutes. Ms. Taylor seconded and the minutes were approved.

Correspondence

There was no correspondence.

President's Report

Ms. Curtis had nothing to report.

Librarian's Report

Mr. Cooper mentioned that the library had received a grant from the State Library in the amount of \$12,579 to purchase 10 new public access public computers for the Reference Room and 3 for the Children's Room.

Advanced Planning

Dr. Harris reported that she had been working with some data which the library had presented to her to get a better picture of service coverage and usage of the library throughout Webster Groves; but she had found the process too time-consuming. The plan now is to include it in a new RFP for consultants to assist with strategic planning. Mr. Cooper hopes to have a draft of that RFP to Dr. Harris by week's end.

Building and Grounds

Ms. Waugh said that there is a proposal from St. Louis Skylight to reseal the entire skylight and finally put an end to persistent roof leaks.

The library has asked the Friends of the Library to purchase a bicycle repair station for in front of the library. While they have not approved the purchase yet, it is likely they will. This was to advise the board that they can expect this installation some time soon.

Mr. Cooper added that, given another incident of a sewer backup, he has gotten a bid from Property Medic to dig up and replace our lateral sewer lines. MSD has checked the pipes along the street and found them to be clear and in very good shape.

Mr. Cooper explained that with these two projects, and the payment for the outdoor sign, our Building and Grounds budget will surely be overspent soon. He proposed that he proceed with the needed repairs, and the board can revisit a revision to the Building and Grounds budget at the January meeting, when there would be a clearer picture of how much additional money is needed.

Finance

Mr. Scholl reviewed the finance report for October. Expenditures were down for October because there was only one payroll included. This will even out in November, when three payrolls will be paid. Even at that, the library is under budget for the year. He reviewed expenditures for the month of October, highlighting two large payments, one to Scobis Company, who made the new Meeting Room doors, and one to Property Medic, who did the cleanup and repair after the sewer backups. We are going into December and January, the months when most of our tax revenue flows in. Ms. Worthington moved to approve the finance report, Ms. Waugh seconded, and the report was approved.

Human Resources

There was no report from this committee.

Policy

Ms. Taylor presented the text of a revision to Section III, Salary/Time Off of the library's personnel manual. In addition to enumerating the holidays which are routinely taken in a given year, it includes the statement:

Whenever one of these days falls on a Sunday, the library will observe that holiday by closing on the Monday after the holiday.

There was discussion of whether this language was precise enough. Dr. Thompson proposed the wording: *Whenever one of these days falls on a Sunday, the library will observe it by closing on the holiday and on the Monday after the holiday.*

Mr. Scholl moved to approve that wording, Dr. Thompson seconded, and the change to the personnel manual was approved.

Friends Report

Ms. Worthington reported that the Friends annual meeting, which featured Webster-Kirkwood Times co-owner and editor in chief Jaime Mowers, was attended by around forty people. The Friends realized nearly \$16,000 last year in memberships, along with \$2,400 in gifts from patrons. They made \$675 from the paver program and \$1,000 from the recent book sale. Over the year they funded the purchase of large print books, paid for Summer Reading Club programming, book club kits, kitchen kits, the Santa Express event, and old-fashioned game kits.

City Hall

There was no City Hall report.

Old Business

Mr. Cooper said there had been a vote at the last MLC meeting to move towards each member library asking their board for approval of a reciprocal agreement between their libraries and Jefferson County Library and Scenic Regional Library. He will present the actual language of the agreement for the board's approval at the January 2022 meeting.

New Business

There was no new business.

Mr. Ruger introduced himself, as the board's newest member, though he is a returning member, having served previously during the time of the building renovation. He expressed his admiration for the work the library does. He also spoke of his career as an attorney, working mostly with non-profits, citing specifically his experience as General Counsel for Washington University.

Adjournment

Ms. Taylor moved to adjourn, Ms. Waugh seconded, and the meeting was adjourned at 7:30 p.m.

The next meeting of the Library's Board of Trustees will be held on Wednesday, January 19 at 7 p.m.