



Minutes of the Regular Meeting of
The Board of Trustees
Webster Groves Public Library
July 19, 2023

The meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, July 19. President Anita Radcliffe presided and Library Director Madison Morris kept the minutes. Also present: Trustees Sherry Taylor, Leanne Waugh, Jenine Harris, Janey Worthington, Dana Cooley, Fred Toelle, Ed Scholl, and City Council Liaison Laura Arnold. Absent: Angelo Austin

Call to Order

The meeting was called to order at 7:00.

Public Agenda

None

Minutes of the June 21, 2023 Meeting

Ms. Worthington moved to approve the minutes. Ms. Waugh seconded. All were in favor and the minutes were approved.

Correspondence

There was no correspondence.

President's Report

Ms. Radcliffe welcomed new board members Fred Toelle and Dana Cooley to the Library Board.

Librarian's Report

Ms. Morris highlighted the e-resource circulation statistics from July 2022-June 2023 for Overdrive (Libby) and Hoopla. She stated that she shared this extra document in the packet in order to give more insight into the past years spending on and circulation of e-materials.

Advanced Planning

None

Building and Grounds

Ms. Waugh reported that at the June meeting Ms. Morris was asked to contact references for Wagner Roofing and Construction before a decision to move forward with their company for roofing repair could be made. She asked Ms. Morris to report on the references she had contacted. Ms. Morris reported that the references came back very positive and that they were all happy with Wagner's work. Ms. Waugh said she had also reviewed Wagner through google reviews and the better business bureau and that everything seemed to be positive.

Ms. Waugh made a motion to accept and enter into a contract with Wagner Roofing and Construction. Ms. Worthington seconded. All were in favor and this motion was approved.

Finance

Mr. Scholl reported that the Library is in excellent financial shape and that the Library has more than adequate reserves.

In review of the 2022-2023 budget year he stated the budget was about \$45,000 over. He said this was due to the overlap of Tom and Madison working at the same time, to some building and grounds projects that needed to be taken care of including a large hedge trimming project, and a few other areas that went over for various reasons including postage. He stated that while the budget went over by \$45,000 the effect on reserves was more minimal. He also mentioned that the budget each year is the best guess that can be made and sometimes it goes a little over and sometimes if you are lucky it's a little under.

Mr. Scholl brought attention to the generous donations of over 13,000 dollars from the Friends of the Library for 2022-2023 budget year and expressed his appreciation for the group

Mr. Scholl also stated that the audit was in process and we would probably have that report in the next few months.

Ms. Worthington moved to approve the financial report. Ms. Taylor seconded. All were in favor and the financial report was approved.

Human Resources

None

Policy

Ms. Taylor stated that there were two policies included in the packet that needed to be approved. The first was a library card policy and the second was the meeting

room policy. She stated the library card policy was being added as a new policy rather than as a procedure and the meeting room policy was revised in order to comply with Missouri Regulation 15 CSR 30- 200.015

Ms. Taylor motioned to approve the Meeting Room Policy revisions. Ms. Waugh seconded. All were in favor and the revisions were approved.

Ms. Taylor motioned to adopt the Library Card Policy. Ms. Worthington seconded. All were in favor and the Library Card Policy was adopted.

Ms. Taylor stated that there were other policies that the committee would be working to update and bring to the rest of the board in coming months.

Friends Report

Ms. Worthington reported friends don't meet during the summer months. The next meeting will be held on September 12th at 7:00 p.m. The book sale will be held at the end of September. Volunteers are welcome and needed.

City Hall

Ms. Arnold reported that the charter review advisory board would be having a town hall on August 9th at the rec center. She also stated that City Council had adopted a strategic plan and would be working to implement the plan. She also stated that the property tax freeze for seniors was voted down.

Old Business

A. Old Business

1. Roof

See above under building and grounds

New Business

B. New Business

1. Meeting Room Policy

See above under policy

2. Library Card Policy

See above under policy

3. Audit and State Aid Forms

Mr. Scholl signed off on the state aid form and Ms. Radcliffe signed off on the fraud prevention audit form.

4. Election of Vice President

Ms. Taylor nominated Ms. Waugh to be the Vice President. Ms. Waugh accepted the nomination. Ms. Worthington seconded the nomination. All were in favor and Ms. Waugh is the new Vice President.

Closed Session

Mr. Scholl made a motion to enter into closed session in regard to a personnel matter as outlined by [MO. Statute 610.021 (3)]. Ms. Harris seconded. All were in favor and closed session began.

Ms. Worthington made a motion to enter regular session. Ms. Harris seconded. All were in favor and regular session was restored.

Adjournment

Ms. Waugh moved to adjourn, Mr. Scholl seconded. All were in favor and the meeting adjourned at 7:47