



Minutes of the Regular Meeting of
The Board of Trustees
Webster Groves Public Library
November 15, 2023

The meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, November 15th. President Anita Radcliffe presided and Library Director Madison Morris kept the minutes. Also present: Trustees Sherry Taylor, Leanne Waugh, Jenine Harris, Fred Toelle, Ed Scholl, Dana Cooley, Janey Worthington, and Angelo Austin. Absent: City Council Liaison Laura Arnold.

Call to Order

The meeting was called to order at 7:00 p.m.

Public Agenda

None

Minutes of the October 18, 2023 Meeting

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

Correspondence

There was no correspondence.

President's Report

Ms. Radcliffe reminded the board that there is no December meeting.

Librarian's Report

Ms. Morris reiterated from her report that she is working on several community partnerships for 2024 and also mentioned the wish trees that would be in the Library for the holiday season.

Advanced Planning

None

Building and Grounds

The roof is still leaking.

Finance

Mr. Scholl noted that the two outliers for October are the UMB interest payment and the three payrolls for the month. He stated that there are usually two months out of each year that have three payrolls processed rather two.

He stated that we are currently nine thousand dollars under budget and have spent about 35 percent of our operating budget up to this point which is on target.

Reserves are in excellent condition will be discussed further under new business.

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

Human Resources

Mr. Austin stated that the board buys a ham for the staff's annual holiday potluck. He stated that the ham has been ordered and that he will coordinate delivery with Ms. Morris.

Policy

Ms. Taylor stated that the policy committee met last week and that the board will be discussing personal days and break periods later in the meeting. She stated that other personnel manual updates will be tabled until next year.

Friends Report

Ms. Worthington reported that Friends of the Library held a members event earlier in the month and it was well attended. She also stated that the Friends are always looking for new projects and wondering if there is anything that the Board would prefer for them to focus on.

Following this report there was discussion about potential help with outreach and programming in the future and the possibility of Library signs around the City.

City Hall

None

Old Business

Ms. Waugh touched base with the rest of the board about donations for the family they adopted through Webster Rock-Hill Ministries for the holiday season.

New Business

Library Investments

Mr. Scholl reported that he and Ms. Morris had a meeting with Mr. Donovan at Webster Groves City Hall in regard to the Library's accounts.

He also stated that the finance committee had a meeting to review the information that he and Ms. Morris had learned from the meeting with Mr. Donovan.

Mr. Scholl and the rest of the Finance Committee propose that the Library move some of the money from the Library checking account into an investment account. The proposed investment account is an Insured Cash Swap Account. Currently these accounts have a 4 percent interest rate and money can be moved back to the checking account at any time. This account is also FDIC insured.

WGPL Cash Analysis

Balance 10/31/23	\$	1,605,414
Non interest bearing Checking	\$	605,414
Insured Cash Swap at US Bank	\$	1,000,000
Total	\$	1,605,414
Projected earnings on Insured Swap @ 4.00	\$	40,000
\$ needed in non interest bearing checking to cover monthly costs	\$	500,000

If the board is interested in pursuing this, the Library should keep a little more than 500,000 dollars in their checking account at all times and could put the rest of the money into an investment account.

There was discussion about restricted and unrestricted funds. The restricted funds are what are used to pay our debt payment every year.

Mr. Scholl said he and the finance committee felt that moving forward with this would help us be better stewards of the Library's money and help prepare us for future budget constraints.

He asked the board to vote on the finance committee and Ms. Morris getting an application for this account and getting a few more questions answered with the intention of moving forward with this in 2024 with the board's approval.

Ms. Taylor made a motion that Ms. Morris and Mr. Scholl move forward with getting the application and more information about the Insured Cash Swap Account to bring back to the board. Dr. Harris seconded. All were in favor and the motion passed.

Public Comment Policy

Ms. Morris stated that this is the new policy that the board had asked for in regard to public comments at board meetings and that it has been reviewed by the policy committee.

The board pinpointed a few things that needed to be changed or adapted in the draft.

Ms. Taylor motioned that the Public Comment Policy for Board of Trustees Meetings be approved with the addition of the following information: If there are multiple public comments, speakers will make their comments in the order that their forms are submitted and added wording in regard to discretion of a presiding officer if the Board President is not there. Mr. Austin seconded this motion. All were in favor and the Public Comment Policy for Board of Trustees Meetings was approved with the above additions/edits.

Personnel Manual

There was discussion about how in the past, personal days for full-time staff were dependent upon if someone emptied a book drop on their paid holiday or not. Ms. Morris proposed that 3 personal days be given to full-time staff without the stipulation that book drops need to be emptied.

Ms. Morris also proposed that breaks for all staff change from 10 minutes to 15 minutes.

Mr. Austin moved to approve that each full-time staff member will receive 3 personal days on their anniversary date each year along with their allotted vacation and sick leave, moved to remove the book drop stipulation from the Personnel Manual, and moved to extend breaks from 10 minutes to 15 minutes for all staff. Dr. Harris seconded. All were in favor and the motion passed.

Adjournment

Mr. Scholl moved to adjourn, Ms. Taylor seconded. All were in favor and the meeting adjourned at 7:57.