



Minutes of the Regular Meeting of
The Board of Trustees
Webster Groves Public Library
October 16, 2024

The meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, October 16th. President Anita Radcliffe presided and Library Director Madison Morris kept the minutes. Also present: Trustees Fred Toelle, Ed Scholl, Angelo Austin, Sherry Taylor, Leanne Waugh, Jenine Harris, Janey Worthington, Dana Cooley and City Council Liaison David Franklin.

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

Public Comment

None

Minutes of the September 18, 2024 Meeting

Ms. Worthington moved to approve the minutes. Ms. Taylor seconded. All were in favor. None were opposed and the minutes were approved.

Correspondence

There was no correspondence.

President's Report

Ms. Radcliffe reported that the library had an employee she wanted to recognize, Michelle Haffer, who has been with the Library for 31 years. She also stated that Ms. Morris and the HR committee are working on a plan to recognize staff milestones in the future.

Librarian's Report

Ms. Morris gave a brief presentation highlighting the new Library Catalog which will go live on Thursday, October 17th. She said the staff have been working hard to learn the new ILS system and should be ready to do the basics on go live day. She also stated that the reference area has some new maps on display and has some furniture. She finished her report by highlighting some of the programs that were offered over the last month.

Advanced Planning

None

Building and Grounds

Ms. Waugh stated that the library had a full property inspection done in early October and that the inspection reiterated the issues with the roof and stated that the entire roof should be replaced. Ms. Morris will work on getting an RFP together for the committee to review.

Finance

Mr. Scholl reported that September was not a normal month due to check fraud issues. He stated that due to freezes on the account and having to cancel and then reissue checks, the Library is significantly under budget. Due to this we will most likely be over budget in October or November and then should be back on track for the budget year.

He reported that the debt interest payment was paid in October.

He stated that there is over a million dollars in our investment account and we may consider moving more money to this account in the new year. He stated that we need to keep our checking account over 500,000. And will need to keep an eye on it for the next few months to make sure we stay above this amount. Most of the Library's tax payments start to come in during the month of January.

He stated that other than the check fraud issues, which are already being handled, there are no other significant concerns at this time.

Mr. Austin moved to accept the financial report. Ms. Cooley seconded. All were in favor. None were opposed and the financial report was accepted.

Human Resources

Mr. Austin stated that the committee and Ms. Morris will look into staff recognition options. He also stated that they will work with policy on reviewing the new payroll system.

Policy

Mr. Toelle reported that the committee had a meeting on October 8th. During that meeting there were several discussions:

Making the library a 40-hour work week rather than 37.5 – the committee decided to stay with the 37.5-hour week.

Payroll Providers – providers discussed were Paychex, BambooHR, and staying on the current payroll system as a subsection of the City. The committee is waiting on answers to their follow up questions. Once Ms. Morris receives more information, the committee will meet again.

Vacation leave and accrual policies – more discussion will be needed.

Ms. Morris stated that a payroll decision will need to be made before the November meeting so the Library can have a January 1 start date for the new system.

Ms. Waugh moved to give the Policy and HR committees the power to decide and move forward with a payroll service before the next Board Meeting. Ms. Cooley seconded. All were in favor, none were opposed and the motion passed.

Friends Report

Vice president of the Friends of the Library, Laura Wehrenberg was present at the meeting and reported in Ms. Worthington's place.

She stated that the book sale is coming up this weekend (October 18th-20th). She noted that the book sale feels more like a community service than a money maker. The sale doesn't create a ton of income for the Friends but people really love coming to the sale and are always happy that it is happening.

She also reported that the annual Friends Meeting will be coming up at the end of November or early December and all are invited to come to the meeting.

The board expressed appreciation to the Friends of the Library.

City Hall

Mr. Franklin reported that City Hall is getting a new sign. They are still working on the comprehensive plan and the stormwater improvement plan and looking at funding in regard to that project. He stated they are working with MSD for where flooding happens, how to alleviate it, and how to create sustainability. A Greenhouse Emission Audit was done for the city and gave options for how to become more sustainable in the future. Assistant City Manager, Eric Peterson is leaving. He has been a huge asset to the City for the past 3 ½ years.

Old Business

Roof

See Building and Grounds above.

Federal Tax I.D.

Ms. Morris is still in the works of getting everything with the new Tax I.D. changed over. She is working with lawyer, Stanley Schroeder, who also works with the City, to make sure that everything is changed over and set up properly.

Missouri Evergreen Timeline

Access to the Library Catalog has been unavailable as of Monday, October 14. Go live with Missouri Evergreen is Thursday, October 17. While the Library has been transitioning to the new ILS for the last few days, patrons have been unable to search the catalog, place holds, or access their Library accounts. No new cards have been issued and any returned items have not been checked in. Patron pins will change to the last 4 digits of their phone number once we are live on Thursday the 17th.

New Business

Check Fraud

During the first week of October the Library's checking account was flagged and the City of Webster Groves, who oversees the Library's bank account, was contacted about potential check fraud on the account.

- 4 fake checks were cashed for a total of 9,008.60 in Kentucky (this individual attempted to also cash a \$7,000 check but was unsuccessful).
- There was also a check that was washed that someone attempted, unsuccessfully, to cash for \$5,500.16 in Georgia – this check number and amount matched a check we had written and mailed to Baker and Taylor (our book vendor).
- The Library checking account was frozen and a fraud investigation has been opened with the bank and has also been reported to the post office. It is assumed these checks were stolen out of the mail (we regularly have to cut more than one check to a vendor and will mail them together in the same envelope).
- Upon investigation, it was reported that the bank's Fraud Threat Disruption Team identified a stolen check belonging to the library posted for sale on the dark web. The check posted matched a different check that we had mailed to Baker and Taylor in the same envelope as the check in Georgia that someone had attempted to wash. It is assumed this is how the 4 fake checks from Kentucky were produced from the check posted on the dark web.
- The checks cashed in Kentucky were for check numbers that had not been used by the Library.
- The Library will be adding Positive Pay to the account to add extra security. We will also be moving forward with setting up new accounts with our new Tax I.D. number sooner than later for extra security.

Building Inspection

The building inspection report was shared. The roof is the main issue and will be remedied. The report will also be used to create a more concrete plan for future building maintenance.

Payroll Services

See Policy above.

Adjournment

Mr. Scholl moved to adjourn the meeting. Ms. Waugh seconded. All were in favor. None were opposed and the meeting adjourned at 8:02 p.m.