



Minutes of the Regular Meeting of
The Board of Trustees
Webster Groves Public Library
January 15, 2025

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

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

Public Comment

None

Minutes of the November 20, 2024 Meeting

Mr. Toelle moved to approve the minutes. Mr. Scholl seconded. All were in favor. None were opposed and the minutes were approved.

Correspondence

City Hall *Safe Streets and Roads for All* grant planning information was shared.

President's Report

Ms. Radcliffe reported that Mr. Austin had resigned from the board. She expressed thanks for the time and support that Mr. Austin gave to the Board and to the Library over the last few years.

She stated that Ms. Cooley would be taking Mr. Austin's place as chair of the HR Committee and that the City of Webster Groves will be working on instating a new board member in coming weeks.

Librarian's Report

Ms. Morris highlighted the community's generosity and support in regard to the holiday wish trees that helped grant wishes for youth in Epworth's residential service program. She also shared the article posted in the Webster-Kirkwood Times in regard to the library and the outreach it does for seniors in the community.

Advanced Planning

None

Building and Grounds

Ms. Waugh reported that the roof is leaking in new places and there is a committee meeting at the end of the month to review the RFP for the roof. The RFP will be brought to the board in February for approval.

Finance

Mr. Scholl reported that there are two financial reports to go over due to not having a meeting in December

He stated that the Library received the bulk of property tax receipts in December, that passports continue to be a nice revenue source, and that our investment account continues to grow.

He stated that from a financial standpoint the Library is a very good place.

There was discussion amongst the board about the investment account and if more money should be added to the account. It was stated that the operating/checking account needed to stay at 500,000 dollars or above to avoid service charges.

Ms. Waugh made a motion to move 700,000 dollars from the operating/checking account to the reserve investment account. Ms. Cooley seconded. All were in favor. None were opposed and the motion passed.

The board stated that Ms. Morris will be responsible for making sure that the operating account does not fall below 500,000 dollars.

Ms. Worthington moved to accept the financial reports for November and December. Ms. Waugh seconded. All were in favor. None were opposed and the financial reports were approved.

Human Resources

Ms. Cooley reported that Ms. Morris' review is coming up in February. She stated that the below would be the tentative timeline for the review process:

Ms. Morris will submit her self-evaluation by January 22nd.

A survey has been sent out to library staff and the results will be in by January 27th.

January 27th – February 14th the HR committee will get feedback from other board members for the review and will meet at some point to put all of the information together for the actual review.

The board will discuss and finalize the review at the February board meeting on the 19th.

There was discussion about moving committee members around once a new board member starts now that Ms. Cooley has taken on the Human Resources chair position.

Policy

Mr. Tolle stated that there will be a policy meeting in mid-February to realign sunshine law information in Library policy

Friends Report

Ms. Worthington reported that the Friends have 232 members. She stated they have worked hard to recruit new members and have almost doubled their board. She said they have some money to spend and have a lot of ideas for how to move the Friends and the Library forward.

City Hall

None

Old Business

Roof

See Building and Grounds above.

Federal Tax I.D.

Ms. Morris reported that almost everything in regard to the new Tax I.D. is taken care of. She stated that the final piece is getting the Library's bank accounts out from under the City of Webster Groves. She said that she is working with the City to move this forward.

Payroll Services

Ms. Morris stated that the new payroll service is up and running. The first payroll was paid out on January 2nd and everything seems to be running smoothly.

New Business

457b Mission Square

Ms. Morris stated that when she was working on changing things over to the new tax i.d. it came to her attention that she was the only staff member, of eleven full-time staff members, who was utilizing the 457-b plan through Mission Square. She asked the Board for their opinion about canceling this benefit and reviewing other options through the new payroll service.

The HR Committee said they would review the benefit and decide at a later date.

Adjournment

Ms. Waugh moved to adjourn the meeting. Ms. Worthington seconded. All were in favor. None were opposed and the meeting adjourned at 7:53 p.m.