



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

The meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, October 15<sup>th</sup>. President Anita Radcliffe presided, and Library Director Madison Morris kept the minutes. Also present: Trustees Fred Toelle, Leanne Waugh, Ed Scholl, Janey Worthington, Sherry Taylor, and Dana Cooley. Absent: Lea Ann Coates, 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 September 17, 2025 Meeting**

Ms. Worthington moved to approve the minutes with an amendment changing “July 16th” in the top paragraph to “September 17th.” Ms. Cooley seconded. All were in favor and the minutes approved.

**Correspondence**

None

**President’s Report**

Ms. Radcliffe thanked all who attended the Friends’ 50th anniversary event in September. She noted there is typically no December Board Meeting and that the Board usually provides a ham for the December staff development day.

**Librarian’s Report**

Ms. Morris reported that she and the Reference Librarian attended the Missouri Library Association Conference in Chesterfield and discussed upcoming changes in the children’s room.

**Advanced Planning**

Ms. Morris reported that there is an upcoming committee meeting on October 20<sup>th</sup>.

**Building and Grounds**

Ms. Waugh reported that HVAC proposals are being received and will be reviewed with the intention of voting on them at the November meeting.

She also attended the Annual Board & Commission Chair/Vice Chair Meeting at City Hall, which covered Sunshine Law. She noted that the City of Webster Groves website has a handbook for boards and commissions. She added that if documents are being shared via Google Docs, the Board should consider moving to SharePoint—though this is not currently needed.

## **Finance**

Mr. Scholl reported that the Library is currently over budget, mainly due to ongoing HVAC issues. Otherwise, the budget is on target.

He stated that money has been moved from the reserves account to the checking account and may continue to be moved due to the budget cycle and timing of tax revenue, which typically arrives in December and January.

Ms. Waugh moved to approve the financial report. Mr. Toelle seconded. All were in favor; the report was approved.

## **Human Resources**

Ms. Cooley reported that the HR Committee met before the Board meeting to review the vacation policy and employee handbook. Both will be presented to the Board in November.

## **Policy**

Mr. Toelle said that the Policy Committee has been working to update some of the current policies. Below are the committee's recommendations for the Board to vote on:

### ***Operating Policy Statement***

**Action:** Recommended for removal.

**Rationale:** The content of this policy is largely redundant, as it is already covered in other existing policies. Two specific areas have been extracted and restructured into standalone policies:

- Petitions Policy
- Procurement Policy

### ***Fine Arts Gifts or Loans Policy***

**Action:** No changes to the policy language.

**Addition:** A new form has been created to accompany the policy, facilitating consistent documentation and handling of fine arts gifts and loans.

### ***Petitions Policy***

**Action:** New standalone policy (previously part of the Operating Policy Statement).

**Change:** An additional section has been added regarding electioneering, providing clarity and guidance on appropriate conduct.

### ***Procurement Policy***

**Action:** New standalone policy (previously part of the Operating Policy Statement).

**Changes:**

- Updated monetary thresholds for competitive bidding.
  - Revised guidelines for when board approval is required.
- These changes reflect current operational needs.

### ***Fixed Asset Policy***

**Action:** Minor revisions.

**Changes:**

- Clarified language for better readability.
- Removed the section on audit reporting, as fixed assets are no longer reported in the audit process.

### ***Board Bylaws***

**Action:** Minor wording updates for accuracy and clarity.

**Specific Revisions:**

- Article II, Section updated from 182.440 to 182.200 (to reflect the correct statutory reference).
- Article VIII, Section 2: Revised to change "mailing" to "emailing" to reflect current communication practices.

The Board discussed wording changes, including stating that the Library “may” serve as an official polling place. They also discussed reviewing the secretary position at the next Board election.

Ms. Cooley moved to approve the above policy changes as amended. Ms. Worthington seconded. All were in favor and the policy changes were approved.

### **Friends Report**

Ms. Taylor reported that the Friends have been very busy. Over 100 people attended their 50th anniversary event. Their annual book sale is this weekend, and their annual Friends meeting will be held on Sunday, November 2nd. They approved three Library funding requests: a “Shushbooth” for the reference area, new furniture/toys/paint for part of the children’s room, and door prizes for the December staff development day.

### **City Hall**

None

### **Old Business**

## *HVAC*

See Building and Grounds.

## **New Business**

### *Bond*

The Board discussed pursuing a bond next year. Ms. Morris asked whether the timeline was too quick and if waiting another year should be considered.

After discussion, the Board felt it would be financially advantageous to proceed now. They discussed ideal election timing and what else might appear on the 2026 ballot. Ms. Morris noted that ballot costs will factor into the decision.

Ms. Morris said she would gather more information for the next meeting and look into arranging for someone from Stifel to attend the November meeting to provide an overview.

She also noted that a December meeting may be needed if the Board proceeds with the ballot initiative.

### *Policy Update*

See Policy.

## **Adjournment**

Ms. Cooley moved to adjourn at 8:04. Ms. Taylor seconded. All were in favor. The meeting adjourned at 8:05.