



Minutes of the Regular Meeting of
The Board of Trustees
Webster Groves Public Library
January 21, 2026

The meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, January 21st. President Anita Radcliffe presided, and Library Director Madison Morris kept the minutes. Also present: Trustees Fred Toelle, Leanne Waugh, Janey Worthington, Lea Ann Coates, Jenine Harris, Dana Cooley, Ed Scholl, Sherry Taylor and City Council Liaison David Franklin.

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

Public Comment

None

Minutes of the December 17, 2025 Meeting

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

Correspondence

None

President's Report

Ms. Radcliffe mentioned the HVAC article that was in the Webster-Kirkwood times. She stated she had several people comment on it and thought the article was well done.

Librarian's Report

Ms. Morris reported that the HVAC project is still in the works and will hopefully begin the first week of February. She also mentioned the successful holiday partnerships with Webster-Rock Hill Ministries and Epworth and talked about the upcoming 75th Anniversary of the Library Building (November 2026) and plans to celebrate the anniversary throughout the year.

Advanced Planning

Dr. Harris reported that she is working on the strategic planning report. She stated it is taking a little longer than expected to match data due to the change in ILS systems at the end of 2024. She hopes to have a report to share with the Board at the February meeting.

Building and Grounds

See Librarian's Report.

Finance

Mr. Scholl reported that the budget is currently substantially over due to the \$242,000 payment to Hoffman Brothers for the HVAC project down payment. He noted that if this one-time expense is excluded, the Library is still approximately \$30,000 over budget for the fiscal year to date, largely due to prior HVAC repairs. Despite this, the Library remains in a stable financial position.

Mr. Scholl also stated that additional tax revenue is expected next month and highlighted the receipt of a \$58,000 patron gift. It was further noted that there were three pay periods in December, which also impacted the monthly budget.

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

Human Resources

Ms. Cooley reported that Ms. Morris's annual performance review is scheduled for February. She stated that Ms. Morris's self-evaluation has been received, a staff survey has been distributed to all Library staff, and feedback will also be requested from committee chairs.

There will be a closed session at the February meeting for discussion.

Policy

None.

Friends Report

Ms. Taylor reported that the Friends are developing a new brochure to be sent to members, which is expected to be distributed in February. She also noted that the Friends have adopted a new cash reserves financial policy that defines the amount of reserve funds that may be used for special projects.

City Hall

Mr. Franklin reported that Mayor Arnold is running uncontested and will serve as Mayor for the next four years. He also stated that the City has received its audit with no major issues noted. Budgeting for the upcoming fiscal year has begun, and City staff are actively engaged in the process.

Tax Levy

Ms. Morris reported that the Tax Levy Committee met for the first time prior to this meeting. She stated that the committee is currently focused on determining the funding needed to address building issues and ensure the Library's long-term sustainability, as well as how to clearly present that request on the ballot in a way that is understandable to voters.

Ms. Morris also stated that she is compiling additional information, that the committee will meet regularly, and that there will be more to report in the coming months.

Old Business

Bond/Tax Levy Issue

See Tax Levy.

Employee Handbook

Ms. Morris stated that this is an updated Employee Handbook. She noted that the most significant change is the revision to the vacation policy, which was approved by the Board at a previous meeting. In addition, the handbook was updated to ensure compliance with state and federal laws, to incorporate previously missing information, and to reorganize content for greater clarity and efficiency.

Ms. Waugh moved to approve the employee handbook with the notation of allowing grammatical errors being fixed. Ms. Cooley seconded. All were in favor.

New Business

Annual Report

Ms. Morris reported that while updating the Library's website, she realized that an Annual Report had not been created for the previous fiscal year and that it was likely intended to be completed in October. The report covers Fiscal Year 2024–2025. While some of the information is slightly dated, it still provides a strong overview of the Library's activities and operations.

The Annual Report offers a clear snapshot of the many services and initiatives underway at the Library, including circulation, programming, passport services, meeting room usage, e-resources, cardholder statistics, and support from the Friends of the Library, among other highlights. She stated that the next annual report will be completed in October of 2027.

Adjournment

Mr. Scholl moved to adjourn, Dr. Harris seconded. All were in favor. The meeting adjourned at 6:57.