

MAPLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
7550 Lohmeyer Ave.
St. Louis, MO

Nov. 20, 2013

The meeting was called to order at 7:06 p.m. Present were

K. Cohen
T. Durham
J. Harsh
C. Hinderliter
J. Kelly
J. Kremer
J. Schorr
S. Shoemaker

With one vacancy. Staff present:

T. Donnelly

A quorum was present and due notice had been given.

AGENDA ITEM 2

Approval of Minutes

M/S/C (Harsh, Kelly) unanimously to approve the minutes of the 10/17/2013 meeting.

AGENDA ITEM 3

Public Comments

There were no public comments.

AGENDA ITEM 4

Communications

There were no communications.

AGENDA ITEM 5

Treasurer's Report

Donnelly presented the Treasurer's Report for September, 2013. He noted that the Library has not yet received reimbursement for the Summer Reading Club materials grant. Cohen asked if a row could be added showing the percentage of the fiscal year completed for each month. Donnelly said he would do so.

M/S/C (Hinderliter, Durham) unanimously to accept the Treasurer's Report.

AGENDA ITEM 6
Librarian's Report

Donnelly reported that the auditors are working on the audit. They will deliver the audit to the Library in December, and present the audit to the Board at the January meeting, as part of the contracted services. He noted that he has included usage statistics for the Zinio on-line magazine service on the Monthly Statistical Summary.

Donnelly gave a brief report on the savings to the Library after Beauton Welton retires, from not hiring or promoting another full-time staffer. Even with promoting R. Gibson to Library Clerk, the Library will save over \$31,000 a year in salary and benefits.

Donnelly also reported on the waterproofing project. Construction and repairs on the west side are complete, and regarding the west lawn and removing excess dirt are the only remaining tasks. On the east side, the walls have been largely cleared of the old waterproofing, but the surface needs to be prepped, and the waterproofing material applied (which requires an air temperature of 40 or above). Raineri seems committed to working as long as the weather permits. He also distributed a spreadsheet of construction costs: out of an initial fund of \$291,441.00, there remains \$51,278.67 after subtracting amounts spent to date or committed. After making very rough estimates of possible new charges before completion, he estimates that about \$22,200 will be left in the Construction Fund. He noted that there will still be clean-up issues after this, specifically, repairing the walls and baseboards damaged by past flood cleanup efforts, replacing the juvenile paperback spinners damaged by standing water, and cleaning or replacing the carpeting. Someone asked if the City would cover the cost of landscaping, and Donnelly said he had forgotten to ask them.

AGENDA ITEM 7
Committee Reports

Public Relations

Cohen delivered an estimate for the sign design: the sign itself costs \$4604.00, and the total cost plus installation is estimated at \$10,176.70. The Board discussed measures to lower the installation costs, and possibly seeking corporate sponsorship for the cost of the sign. It was agreed that, while this is the sign we would like to install, further work will be tabled until construction is completed. Cohen said he would see if Shannon Brown of the Designery should be compensated for the work he has done so far.

Shoemaker and Kremer presented their recommendations for a Dining Out fundraiser. After some discussion, it was decided to hold the Fundraiser on Tuesday, 4/15/14, during National Library Week, at McAlister's Deli, for the purpose of the Children's Program (basically, anything involving service to children). McAlister's has such a program in place already, and will donate 15% of the tab for anyone presenting the promotion flier on that evening.

AGENDA ITEM 8
Unfinished Business

ACA policies

Donnelly reported that this issue is not as pressing as he had thought. The deadline of 1/1/14 applies only to the “lookback” period to determine if an entity is a “large employer” or not, not to staffing changes. The “play or pay” option, in which large employers must offer health care to all employees working 30 or more hours a week or face a penalty, will not be in force until 1/1/15, and will not affect the Library until 6/1/15, since the medical plan year will be in the middle of its term in January. The matter was tabled indefinitely.

AGENDA ITEM 9
New Business

Strategic Plan Committee

Shoemaker appointed the following members to the Committee: Cohen and Kremer. The Committee will present a draft in January.

New Year’s Eve Closing

M/S/C (Hinderliter, Harsh) unanimously to close the Library at 5 pm on New Year’s Eve.

Staff Retirement

M/S/C (Harsh, Durham) unanimously that the Library pay for refreshments for a retirement reception for Beauton Welton on Saturday, 12/14/13.

M/S/C (Harsh, Durham) unanimously that the Library pay for a retirement gift in the range of \$80 for B. Welton.

Holiday Party

It was decided that the Board/Staff Holiday Luncheon will be held on Wednesday, 12/18 at 12:30. Donnelly said he would determine what sort of food the staff would like. The Board members will pay for a small gift for each staff member.

M/S/C (Harsh, Kelly) unanimously that the Library pay for the luncheon caterer.

AGENDA ITEM 10

Motion to hold a Closed Session, if needed.

A Closed Session was not required.

AGENDA ITEM 11

Next Meeting Date

The next meeting of the Board will be on 1/15/14, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:15 p.m.

Terrence Donnelly
Recording Secretary

Suzanne Shoemaker
President