

Meeting minutes of the Board of Trustees for the University City Public Library for  
**December 13, 2023**

Members present: Cindy Zirwes, Aren Ginsberg, Jerrold Lander, Kim Deitzler, Mark Barnes, Joan Greco-Cohen, Helen Nelling, Kathleen Simpson.

Members absent:

City Council Liaison: Stacy Clay

Library staff: Patrick Wall—Director, Kerry Bruce, Cindy Deichmann

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The meeting was held in hybrid format. Some board members and staff participated via Zoom.

The meeting was called to order at 5:15 pm by Cindy Zirwes, President, followed by roll call. Mark Barnes joined the meeting at 5:20 pm.

Minutes – Aren Ginsberg made a motion that the minutes from the meeting on November 8, 2023 be approved, seconded by Helen Nelling. Motion passed at 5:17 pm.

Correspondence – A patron unhappy with noise from the public bathroom emailed a second complaint; Patrick Wall is following up with architect Sue Pruchnicki regarding possible solutions, such as acoustic panels. The Library received a note from the family of former employee Sandra Robnett, who will be honored with a memorial tree in the Library's garden. Library Advocacy Day in Jefferson City will be on February 13, 2024. The Library's holiday potluck will be on December 16, 2023 at 5:30 pm.

Council Liaison Report – The City Comprehensive Plan was presented to Council on December 11, 2023; Council is supportive, with minor changes. It has gone back to the Plan Commission, then will come back to the Council for a vote, after which budget and staffing will be considered, then priorities. Mr. Clay reached out to another Council member to facilitate appointment of a new Library Board member.

President's Report – Cindy Zirwes reported two ideas from residents: 1) add a place on the Library's website to make a donation; 2) investigate roofing the parking lot with solar panels. Grant funding might be available for solar panel installation.

Committee Reports

Budget & Finance – BOKF still has about \$87,000 in funds. Discussed invoices and elevator proposal for hydraulic system repair. Shelving installation will be paid for with flood mitigation funds.

Building & Grounds – Discussed the same topics as Budget & Finance.

Long-Range Planning – Meeting on December 27, 2023.

Personnel & Policy – Presented policy revisions for meeting rooms and appropriate use of the library. No new meeting is scheduled until more policy revisions are suggested.

Librarian's Report – At the request of the Board, Patrick Wall explained procedures for banning patrons, in light of an incident that resulted in a patron being banned for 3 years.

Helen Nelling made a motion to approve the consent agenda, seconded by Aren Ginsberg. Motion passed by roll call vote at 5:50 pm. Aye votes: Mark Barnes, Kim Deitzler, Aren Ginsberg, Joan Greco-Cohen, Jerrold Lander, Helen Nelling, Kathleen Simpson, and Cindy Zirwes. Nay votes: none.

Discussion Items – *Building*: Elevator repair is 85% complete, except for repairing the corroded hydraulic lines; it will take another 10-16 weeks to get parts, then 3-4 weeks to make that repair. The state inspector may provisionally pass the elevator, in which case it will run until the parts are received, then shut down again for a month; or the inspector may fail the elevator, in which case it will be another 3-6 months before the Library has a functional elevator. The Library will ask insurance to cover the additional cost of the elevator repair, since the damage was caused by the flood. Youth Services shelving and furniture has been received and installed. Security system bids have been received from Philibert and Tech Electronics. Temperature controls in the HVAC system have been rewired to work correctly. Some punch list items with Raineri are still outstanding, including repair of the gallery wall coverings.

*Trustee training*: Board members watched and discussed a short video, "Board ethics," provided by United for Libraries. Patrick Wall will investigate developing a code of ethics for the UCPL Board.

## Action Items

*Policy revision, Appropriate Use of the Library.* Aren Ginsberg made a motion to accept the revisions to the Appropriate Use of the Library policy as presented, seconded by Mark Barnes. Motion passed by roll call vote at 6:12 pm. Aye votes: Mark Barnes, Kim Deitzler, Aren Ginsberg, Joan Greco-Cohen, Jerrold Lander, Helen Nelling, Kathleen Simpson, and Cindy Zirwes. Nay votes: none.

*Policy revision, Meeting Rooms.* Aren Ginsberg made a motion to accept the revision to the Meeting Rooms policy as presented, seconded by Mark Barnes. Motion passed by roll call vote at 6:13 pm. Aye votes: Mark Barnes, Kim Deitzler, Aren Ginsberg, Joan Greco-Cohen, Jerrold Lander, Helen Nelling, Kathleen Simpson, and Cindy Zirwes. Nay votes: none.

*Invoices from Modern Business Interiors (MBI).* Aren Ginsberg made a motion to approve payment of the MBI invoices in aggregate, with flood mitigation funds being used for \$38,700.00, seconded by Helen Nelling. Motion passed by roll call vote at 6:16 pm. Aye votes: Mark Barnes, Kim Deitzler, Aren Ginsberg, Joan Greco-Cohen, Jerrold Lander, Helen Nelling, Kathleen Simpson, and Cindy Zirwes. Nay votes: none.

*Invoice from Century Elevator.* Helen Nelling made a motion to approve payment of the Century Elevator invoice in the amount of \$60,000.00, seconded by Aren Ginsberg. Motion passed by roll call vote at 6:17 pm. Aye votes: Mark Barnes, Kim Deitzler, Aren Ginsberg, Joan Greco-Cohen, Jerrold Lander, Helen Nelling, Kathleen Simpson, and Cindy Zirwes. Nay votes: none.

*Proposal from Century Elevator to repair hydraulic system.* Jerrold Lander made a motion to approve the proposal from Century Elevator to repair the hydraulic system for \$92,160.00, estimating 10-16 weeks wait for parts and 3-4 weeks of work after parts are received, seconded by Aren Ginsberg. Motion passed by roll call vote at 6:20 pm. Aye votes: Mark Barnes, Kim Deitzler, Aren Ginsberg, Joan Greco-Cohen, Jerrold Lander, Helen Nelling, Kathleen Simpson, and Cindy Zirwes. Nay votes: none.

Old Business – The Library will pay \$29,000 invoice from Bradford with BOKF funds, then get formal approval at the January 2024 meeting.

New Business – Kim Deitzler suggested that the Library investigate the yarn library at the St. Louis Public Library's Kingshighway branch.

Public comment – None.

The next regularly scheduled Board meeting will be Wednesday, January 10, 2024, at 5:15 pm.

There being no further business, the meeting was adjourned at 6:27 pm.