

Meeting minutes of the Board of Trustees for the University City Public Library for  
**January 10, 2024**

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

Members absent: Kathleen Simpson

City Council Liaison: Stacy Clay

Guest: Edmund Acosta

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, and the meeting was recorded.

The meeting was called to order at 5:15 pm by Cindy Zirwes, President, followed by roll call. Jerrold Lander joined the meeting at 5:18 pm.

Minutes – Helen Nelling made a motion that the minutes from the meeting on December 13, 2023 be approved, seconded by Aren Ginsberg. Motion passed at 5:17 pm.

Correspondence – Board members received holiday cards from the Library’s attorneys, Lashly & Baer. A patron sent an email praising Library staff member Loretta Lipsey.

Council Liaison Report – The City’s Comprehensive Plan was accepted. The Costco development has possible replacements for Dierbergs and Target lined up. Revenue from the development will pay off the TIF first, then go toward Third Ward revitalization efforts. The new Crescent Plumbing warehouse will also be a showroom, which can add significant tax revenue. The recreation center has not received FEMA funds yet. Regarding the Post-Dispatch story about issues with the Costco developer buying out homes, Council is leaning on the developer to either buy the remaining houses or fix up the remaining neighborhood. Mr. Clay will talk to the City manager about missing revenue from expired license plate tags.

President’s Report – Cindy Zirwes welcomed new Board member Dennis Hoppe. Library administration will schedule an orientation for him and other members who joined the board since 2020. She has reviewed the Missouri Public Library Standards, and the Board will use them as a guide.

Committee Reports

Budget & Finance – Met January 10, 2024. Reviewed auditor report, which was good. Approved staff merit raises. Approved estimate for further elevator repairs.

Building & Grounds – Met January 10, 2024. Discussed further elevator repair, keys for meeting rooms, stair polishing, burglar alarm, illuminating sign on Delmar side of building.

Long-Range Planning – Met December 27, 2023. Extensively discussed the Missouri Public Library Standards; will aim for “exemplary” standards.

Personnel & Policy – Met January 9, 2024. Recommends approval of staff merit increases. Discussed code of ethics; next meeting will have resolution to abide by ALA Code of Ethics. Trying to set up meeting with lawyer on topic of employment law.

Librarian’s Report – Aren Ginsberg made a motion to approve the consent agenda, seconded by Mark Barnes. Motion passed by roll call vote at 5:47 pm. Aye votes: Mark Barnes, Kim Deitzler, Aren Ginsberg, Joan Greco-Cohen, Dennis Hoppe, Jerrold Lander, Helen Nelling, and Cindy Zirwes. Nay votes: none.

Library Advocacy Day in Jefferson City is on Tuesday, February 6, 2024; any board members may attend with Patrick Wall and Kerry Bruce. This year the group will meet with Secretary of State candidates in addition to senators and representatives.

Signing the Memo of Understanding for Missouri Evergreen is an action item for today’s meeting; the Memo of Understanding for Equinox (the hosting service for Evergreen) will be presented in the next fiscal year.

Discussion Items – *Building*: The elevator needs to have a smoke detector and phone installed before it can be inspected by the state. The main stairs are scheduled for polishing on January 10. Reinhold Electric will illuminate the building sign

the week of January 15; improving parking lot lighting will be discussed with them. Suggestions for meeting rooms included locks with physical keys for patrons to check out, and monitors with remotes and cords available for check out.

*Trustee training:* Board members watched and discussed a short video, “Intellectual Freedom,” provided by United for Libraries.

#### Action Items

*Invoices for Bradford Systems.* Helen Nelling made a motion to approve the invoices in the amount of \$29,638.96, 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, Dennis Hoppe, Jerrold Lander, Helen Nelling, and Cindy Zirwes. Nay votes: none.

*Memo of Understanding for Joining the Missouri Evergreen Consortium.* Aren Ginsberg made a motion to approve signing the Memo of Understanding, seconded by Mark Barnes. Motion passed by roll call vote at 6:23 pm. Aye votes: Mark Barnes, Kim Deitzler, Aren Ginsberg, Joan Greco-Cohen, Dennis Hoppe, Jerrold Lander, Helen Nelling, and Cindy Zirwes. Nay votes: none.

*Approval of Merit Increases for Staff.* Single-step, 5% increases for staff members who have been in their position for more than 1 year, not including the director and the security monitors. Aren Ginsberg made a motion to approve the increases, seconded by Helen Nelling. Motion passed by roll call vote at 6:25 pm. Aye votes: Mark Barnes, Kim Deitzler, Aren Ginsberg, Joan Greco-Cohen, Dennis Hoppe, Jerrold Lander, Helen Nelling, and Cindy Zirwes. Nay votes: none.

Old Business – The Personnel & Policy committee will meeting on the fourth Wednesday of the month if necessary. Long-Range Planning will try to meet quarterly. Budget & Finance and Building & Grounds will continue to meet on the second Wednesday of the month before the full meeting.

New Business – Kim Deitzler passed along a patron complaint about lighting around the handicapped spots in the parking lot. Mark Barnes asked about protocol for flying additional flags on the library’s flagpole—possibly the state flag or special event flags.

Public comment – Edmund Acosta spoke, volunteering his services to assist the Board and commenting on the staff holiday party, particularly the great food. Cindy Zirwes said that the Board will set up and tear down the party next year so that staff don’t have to set up their own party.

The next regularly scheduled Board meeting will be Wednesday, February 14, 2024, at 5:15 pm.

There being no further business, the meeting was adjourned at 6:28 pm.