

Meeting minutes of the Board of Trustees for the University City Public Library for
February 14, 2024

Members present: Cindy Zirwes, Aren Ginsberg, Jerrold Lander, Kim Deitzler, Mark Barnes, Dennis Hoppe, Helen Nelling, Kathleen Simpson.

Members absent: Joan Greco-Cohen

City Council Liaison: absent

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

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 5:16 by Cindy Zirwes, President, followed by roll call.

Minutes – Aren Ginsberg made a motion that the minutes from the meeting on January 10, 2024 be approved, seconded by Helen Nelling. Motion passed at 5:18 pm.

Correspondence – The Friends of the Library received a \$10,000 donation from Kathleen Garcia in memory of her husband, George Pepe.

President's Report – Cindy Zirwes attended Library Advocacy Day in Jefferson City with Patrick Wall and Kerry Bruce. She encouraged everyone to write to their representatives, especially about potential legislation that would require all public library boards members in Missouri to be elected.

Committee Reports

Budget & Finance – Met February 14. Recommended that outstanding Raineri invoices be held. Draft budget will be ready for the March meeting. Century Elevator invoice recommended for approval. No notes from the auditor is good—there are no control issues because the City's Finance department is the control.

Building & Grounds – Met February 14. Century Elevator invoice recommended for approval. Gallery walls look better after Raineri repaired them. Upstairs toilets should be remounted by the end of the week and retiled by the following week.

Long-Range Planning – Will meet on February 21, 2024.

Personnel & Policy – Met February 13. Bringing two policies to the full board for approval. Employment law sessions for staff are scheduled for February 29 and one day in March; Helen Nelling will attend the sessions as Board representative.

Librarian's Report – Aren Ginsberg made a motion to approve the consent agenda, seconded by Helen Nelling. Motion passed by roll call vote at 5:32 pm. Aye votes: Mark Barnes, Kim Deitzler, Aren Ginsberg, Dennis Hoppe, Jerrold Lander, Helen Nelling, Kathleen Simpson, and Cindy Zirwes. Nay votes: none.

If the Library is awarded the State Library grant to digitize old microfilm, the digitized files will be available through the Library's website when the project is finished.

Discussion Items

Building: Reinhold Electric should finish minor installation on the elevator this week, including running a data/phone line to it so that Kings III can setup the phone. Tech Electronics has scheduled a smoke detector test for the elevator on February 22.

Trustee training: Board members watched and discussed a short video, "Library Policies," provided by United for Libraries.

Email addresses: On advice from the Missouri Public Library Directors attorney, UCPL will standardize all trustee email addresses to FirstInitialLastName@ucitylibrary.org, forwarding to the trustee's personal email, so that personal email addresses are not discoverable during Sunshine Law requests. Patrick Wall will send out information to all trustees next week.

Action Items

Invoice from Century Elevator. Helen Nelling made a motion to approve payment of the Century Elevator invoice #22627 in the amount of \$32,956.00, seconded by Aren Ginsberg. Invoice will be paid out of flood mitigation funds received from the Library's insurance company. Motion passed by roll call vote at 5:53 pm. Aye votes: Mark Barnes, Kim Deitzler, Aren Ginsberg, Dennis Hoppe, Jerrold Lander, Helen Nelling, Kathleen Simpson, and Cindy Zirwes. Nay votes: none.

Gaming center policy. The policy is written to comply with the Secretary of State's rule covering "access to material." Aren Ginsberg made a motion to approve adoption of the gaming center policy conditional on it passing review by the Library's attorneys, seconded by Mark Barnes. Motion passed by roll call vote at 5:57 pm. Aye votes: Mark Barnes, Kim Deitzler, Aren Ginsberg, Dennis Hoppe, Jerrold Lander, Helen Nelling, Kathleen Simpson, and Cindy Zirwes. Nay votes: none.

Security camera policy. Consideration of this policy was deferred until the March 13, 2024 meeting, by which time the Library's attorneys will have completed their review of it.

New Business – Patrick Wall discussed how the Library tracks donations given for a specific purpose. The Library may hire someone to standardize policies, potentially an intern who is attending library school.

Public comment – None received.

The next regularly scheduled Board meeting will be Wednesday, March 13, 2024, at 5:15 pm.

There being no further business, the meeting was adjourned at 6:05 pm.