

Meeting minutes of the Board of Trustees for the University City Public Library for  
**May 12, 2021**

Members present: Joan Greco-Cohen, Dorothy Davis, Aren Ginsberg, Edmund Acosta, Helen Nelling, Cindy Zirwes

Members absent: Michael Hart, LaTrice Johnson, Jerrold Lander

City Council Liaison: absent

Guest: Sue Pruchnicki of Bond Architects

Library staff: Patrick Wall—Director, Kathleen Gallagher, Cindy Deichmann

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The meeting was held online due to the COVID-19 (novel coronavirus) pandemic. Board members and staff participated via Zoom, and the meeting was livestreamed for the public via the Library's Facebook page and YouTube channel.

The meeting was called to order at 5:19 pm by Joan Greco-Cohen, President, following roll call.

Minutes – The minutes from the April 14, 2021 meeting were approved by voice vote at 5:21 pm; motion made by Helen Nelling, seconded by Edmund Acosta.

Correspondence – Patrick Wall spoke with a patron who was enthusiastic about the excellent job Erin Hood, head of Youth Services, is doing.

Council Liaison Report – Council member Stacy Clay was absent.

Librarian's Report – The Memorial Day Run needs volunteers; Edmund Acosta and Cindy Zirwes volunteered.

The consent agenda was approved by roll call vote at 5:25 pm; motion made by Aren Ginsberg, seconded by Cindy Zirwes. Aye votes: Edmund Acosta, Dorothy Davis, Aren Ginsberg, Joan Greco-Cohen, Helen Nelling, Cindy Zirwes. Nay votes: None.

Discussion Items – *Schematic Design Documents for Phase One of construction*: Sue Pruchnicki of Bond Architects presented the process and estimated timeline if the design documents are approved. *Building issues*: The building at 630 Trinity is still being worked on—unknown yet whether the Library will be able to use it for storage during construction. *Building reopening*: The reference desk is now being staffed during most of the Library's open hours. Beginning May 17, all full-time employees will return to a work schedule of 5 days a week in the Library building. Beginning May 22, the Library's Saturday hours will revert to 9 am to 5 pm. *Phone RFP*: An update on the Request for Proposal for a new phone system should be available at the June 12, 2021 meeting.

Action Items

*Schematic Design Documents for construction, Phase One*: Helen Nelling moved that the documents be approved, seconded by Cindy Zirwes; approved by roll call vote at 5:53 pm. Aye votes: Edmund Acosta, Dorothy Davis, Aren Ginsberg, Joan Greco-Cohen, Helen Nelling, Cindy Zirwes. Nay votes: None.

*Lease on Temporary Property*: Helen Nelling moved that the lease on 6900 Delmar property be pursued, seconded by Cindy Zirwes; approved by roll call vote at 5:57 pm. Aye votes: Edmund Acosta, Dorothy Davis, Aren Ginsberg, Joan Greco-Cohen, Helen Nelling, Cindy Zirwes. Nay votes: None.

*Personnel Manual Updates and Extension of Benefits*: Three parts of the Library's Employee Handbook are updated—2.5, Holidays paid for part-time staff; 4.1, Sick Leave for part-time staff; and 4.3, Vacation Leave for part-time staff. Edmund Acosta moved to accept all three changes, to begin effective at the start of the new fiscal year, July 1, 2021, seconded by Aren Ginsberg; approved by roll call vote at 6:01 pm. Aye votes: Edmund Acosta, Dorothy Davis, Aren Ginsberg, Joan Greco-Cohen, Helen Nelling, Cindy Zirwes. Nay votes: None.

*Election of Board Officers for 2021-2022*: The slate is Helen Nelling, President; Jerrold Lander, Vice President; Cindy Zirwes, Secretary; and Aren Ginsberg, Treasurer. Edmund Acosta moved to accept the slate as presented, seconded by Aren Ginsberg; approved by roll call vote at 6:07 pm. Aye votes: Edmund Acosta, Dorothy Davis, Aren Ginsberg, Joan Greco-Cohen, Helen Nelling, Cindy Zirwes. Nay votes: None.

President's Report – Joan Greco-Cohen thanked Kathleen Gallagher and Cindy Deichmann for their work supporting the Library. She thanked Dorothy Davis for her support as previous Board president. Joan said she will miss serving as president.

Committee Reports

Budget & Finance – Will meet on May 26, 2021 at 5:15 pm.

Building & Grounds – Met before the May 12, 2021 Board meeting with Sue Pruchnicki of Bond Architects.

Long-Range Planning – Last met on February 9, 2021.

Personnel & Policy – Last met on April 9, 2021.

The next Board meeting will be Wednesday, June 9, 2021, at 5:15 pm.

There being no further business, the meeting adjourned at 6:17 pm; motion made by Cindy Zirwes, seconded by Edmund Acosta.