

Meeting minutes of the Board of Trustees of the University City Public Library for  
**December 11, 2024**

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

Members absent: none

City Council Liaison: Stacy Clay

Guest: Keith Slusser, auditor

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; it is available for viewing on the Library's Facebook page and YouTube channel.

The meeting was called to order at 5:14 pm by Cindy Zirwes, President, followed by roll call.

Audit report—The auditors provided a “clean audit opinion”—unmodified. Spending down cash is “loss” but is from the building funds the library borrowed, so it looks like the library is over budget but the budget just needs adjustment. Mr. Slusser will send the audit to the State after the audit representation letter is signed by Patrick Wall.

Minutes – Minutes from the November 13, 2024 meeting were approved with one wording change at 5:24 pm.

Correspondence – The library received \$500 from the Friends of the Library in honor of the Thomases, who have run the Trivia Night for a number of years and are retiring from that position. A Sunshine law request was received, but per our lawyer no records are available.

Council Liaison Report – In the Third Ward Plan, \$10 million will be allocated to housing costs and \$5 million to the business corridor. The task force will decide how to spend the funds. Mr. Clay hopes to have actual numbers on revenues from Markets at Olive versus Jeffrey Plaza by next meeting. He will follow up on filling the open seat on the library board.

President's Report – Cindy Zirwes thanked Kim & Ed Deitzler for help setting up the holiday party. HPES was discussed in an AP story appearing in the Post Dispatch about library health offerings.

Committee Reports

Budget & Finance – Recommended approval of the investment instruments, the audit representation letter, and merit increase for staff.

Building & Grounds – Reviewed outstanding issues; bathtubs will hopefully be received by Christmas.

Long-Range Planning – Met 12/10/24. They finished their review, and will compile items at their next meeting.

Personnel & Policy – Met 12/11/24. Recommended merit increase be approved by Budget and Finance and the Board. Working on an employee survey.

Librarian's Report – Jerrold Lander made a motion to approve the consent agenda, seconded by Aren Ginsberg. Motion passed by roll call vote at 6:07 pm. Library branded water bottles are now available for \$12 and totes for \$13.

Discussion Items –

Action Items. *Financial instrument with monthly reinvestment.* Jerrold Lander made a motion to approve, seconded by Kim Deitzler. Motion passed by roll call vote at 6:09 pm.

*Audit representation letter.* Jerrold Lander made a motion to approve and sign the letter, seconded by Helen Nelling. Motion passed by roll call vote at 6:09 pm.

*Merit increase of 5% for staff members more than 1 year in their positions.* Helen Nelling made a motion to approve, seconded by Mark Barnes. Motion passed by roll call vote at 6:10 pm.

The next regularly scheduled Board meeting will be Wednesday, January 8, 2025, at 5:15 pm.

There being no further business, the meeting was adjourned at 6:11 pm.