

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
September 15, 2010

Board Attendance: Barker, Bliss, Cotten, Dick, Hazan, Miltenberger, Paese, Staples
Board Absent: Diel
Staff Attendance: Erwin, Henry, Lynn Bosso, Anne Girouard
Guests: City Council Representative Iggy Yuan, Jane Bond

Call to Order-

The meeting was called to order by President Barker at 5:30 p.m.

Business from the audience –

Friends: Bond reported Friends' membership is at 415. The Bill McClellan program will be October 6th at Kirkwood United Methodist – already over 150 people plan to attend. Bob Rubright will be November 16th at 7 p.m. at the library, there will be a holiday fundraiser in December, and the Friends will be in booth 32 at the Greentree Festival, selling carmel apple slices and raffle tickets for bikes. Books & Beyond is doing well, and there will be a cart in the lobby the first weekend of every month with books for sale.

Foundation: None.

City Council: Yuan reported the Greentree Festival is highly anticipated. At a work session on Thursday, September 9th city council finalized tax rates, with no increases. Beginning Sunday, September 19th Geyer will be shut down southbound at Big Bend for train track work, for a week.

Minutes – Miltenberger made a motion to accept the minutes of August 18, 2010, Staples seconded, and the vote was unanimous.

Librarian's Report – Erwin reported the self check was at an all-time high of 55% usage and nonfiction also reached an all-time high of 2,652 items circulated. Chris Durr solved the website issue by discovering a link that staff used to login to the library's staff calendar was the way hackers were getting access. It was a ten minute fix compared to a huge cost. Erwin has reviewed the first draft of the audit, and it will go to the finance committee soon, an RFQ for a savings plan administrator has been issued, and Erwin, Henry, Paese (as chair of personnel committee) and Hazan (as chair of finance committee) will review results and lodge a recommendation in October. Webster Groves Public Library will be closed for two weeks as they move to a temporary location.

Committee Reports –

Finance: Hazan reported utility bills high due to summer usage, and some Station Plaza crossover bills. The phone bill reflected installation costs, there were many new signs and plaques purchased, as well as advertising for the Grand Opening, and computer costs reflected the new self check machine, most of which was covered by a grant.

Building and Grounds: Miltenberger reported the newest utility bills show that the building is more efficient, but costs have gone up in the past year. Punch list items still to be completed include wall caps in children's and final keying.

Personnel: Paese reported the minutes from the last meeting were included in board packets. Discussion followed about the library director evaluation process.

Development Committee: No report.

Unfinished Business:

Approve the Lowering of the Debt Collect Amount to \$35 on January 1st, 2011: Girouard presented on staff time impacted by the changes already made to the debt collection process (lowering the amount of fines that generate a first notice, and wording additions to the notices), indicating that while the first couple of weeks after the initial changes were busy, patron interactions concerning debt collect have slowed now. Patrons' concerns have been not being notified until now for fines that had been due for a long time, and whether they would be sent to debt collect. Discussion followed about clarifying renewal time frames. Miltenberger made a motion to approve the lowering of the debt collect amount to \$35 on January first, Paese seconded and the vote to approve was unanimous.

Greentree Festival: Erwin provided directions to the booth location, as well as brochures from the Grand Opening to hand out.

New Business:

Budget Amendments: None at this time.

Lodge Draft of 2011 Holiday Calendar: Discussion occurred about the number of paid holidays full-time staff receive.

Adopt Conflicts of Interest Policy: Hazan made a motion to adopt the policy, Miltenberger seconded and the vote was as follows:

Barker – Yes
Cotten – Yes
Dick – Yes
Hazan – Yes
Miltenberger – Abstained
Paese – Yes
Staples – Yes
Bliss – Yes
Diel – Absent

The policy passed by majority.

At 6:15 Miltenberger made a motion to adjourn the meeting, Staples seconded and the vote was unanimous. The board then went into closed session.

The next regular board meeting will be on Wednesday, October 20th at 5:30 p.m.

Respectfully submitted by Lisa Henry, Director of Operations