

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

November 16, 2017

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

Board Attendance: Bailey, Eads, Knight, Leming (on phone), Lasater, Martiniere,  
Meckes, Molitor, Reid

Board Absent: None

Staff Attendance: Sarah Erwin, Lisa Henry, Emma DeLooze-Klein, Bonnie Petersen

Guests: City Council Liaison Maggie Duwe, Keith Slusser, *Ficke, Eggemeyer  
and Williamson.*

## **Call to Order-**

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

## **Business from the audience –**

Public Comments: None

City Council: Duwe reported Aberdeen Heights has made some changes to their plans (originally they were planning on building 9 cottages, but that had turned into a four-story building). The building is now three stories, which is still too high as they are residential.

**Minutes –** Reid made a motion to approve the minutes of October 18, Eads seconded and the vote to approve was unanimous by trustees in attendance.

## **Librarian's Report –**

- Safety series training continues with a safety talk and walk through of the building with staff in October. Next walk through will probably be in December. A training document is being compiled.
- Friday the library was closed for observed Veteran's Day, and staff attended the annual in-service. Presenters included the Kirkwood Fire Department, who reviewed CPR and how to use our AED machine.
- Library staff have taken over the Santa letters for the Friends and do all of the processing and bookkeeping now. Volunteer elves from the Friends do still actually write the letters. So far we have received 130 requests for letters.
- Winter Reading Kickoff is this Saturday, and will include music, games, a hot chocolate bar, the Friends' gift sale for children in the children's room.
- Author A.J. Jacobs (*Year of Living Biblically, It's All Relative*) will appear in the Library on November 30th, as part of a partnership with Meet Me STL. It will be a purchased ticket event, but a portion of the proceeds will go to the Library.

- Erwin reviewed highlights from the strategic plan progress made this year, including the candidate forums, Spotlight on Literacy, the 90<sup>th</sup> Anniversary campaign, external marketing, the main level changes, VHS to DVD conversion, free printing, customer service surveys, We Stories kits, and Meacham Park outreach.

### **Trustees' Reports –**

Meckes' husband met a book sales rep at a dinner in Springfield who was very complimentary of the Library, and Ryan Drinkard in Reference helped her print labels. Knight and Eads both had compliments for DeLooze-Klein for her work with local businesses and the Engage the Community committee. Lasater attended the Board and Commissions training and will make copies of the handouts for everyone.

### **Committee Reports –**

Finance: Henry reported the Library received \$5,000 from State Aid and \$5,000 from Athlete and Entertainer Tax. Under Expenses Professional Development over \$2000 was paid for staff training for the literacy workshop, reimbursable by the grant. The audit was paid for, the letterhead for the Friends' membership came out of printing and the \$77,000 debt service payment was accidentally put under Professional Services. Property taxes will start coming in December.

Building and Grounds: Knight reported the RFP for the security companies has gone out and the deadline is the second week of January. The exterminator finished the fall spraying and the landscaper is working on holiday décor for the outside, with staff working on the inside, so it will be all spruced up for Winter Reading Kickoff.

Personnel: Trustees will do Erwin's midyear evaluation during closed session.

Development: Eads reported the endowment fund is over \$1,399,000.00. So far 198 Friends have joined or renewed, bringing in over \$10,000. Two donations totaling \$55,000 were given to the Endowment fund.

### **Unfinished Business:**

A. Approve the 2017 Audit – Slusser reviewed the audit findings, in a clean, unqualified audit. He explained why the assets look high (we refinanced the debt but it is technically not refinanced, still on the books) Revenue was high due to the children's room donation and the sale of the buffalo. The Library also had a gain on investments, the previous year it had been a loss. Payment of bills was up to date, accounts payable was too minor to note. Under internal controls there were no significant deficiencies or significant weaknesses, all is well, no concerns and staff was easy to work with. In the

management letter Slusser made note of a few items to work on – there was one item on the inventory list that is valued at under \$500 and our policy is to have only items over \$500 on the list, there were three invoices that did not have approval on the invoice themselves and two employee reimbursements not approved on the paperwork itself by a trustee. Last year’s note of all credit card receipts needing to be attached to the bill was taken care of. Eads made a motion to approve the audit as submitted, Meckes seconded and the vote to approve was unanimous by the trustees in attendance.

### **New Business**

A. Approve the Revised St. Louis County Reciprocity Agreement: Erwin reviewed the new agreement, which stops the exchanging of fees between County and MLC libraries. Knight made a motion to approve the agreement, Reid seconded and the vote to approve was unanimous by the trustees in attendance.

B. Lodge Revised Proctoring Policy: Erwin and DeLooze-Klein reviewed the policy revision, which would prevent third parties from getting involved in scheduling sessions. Martiniere and Lasater suggested allowing for “family members” to still be able to schedule for a student.

C. Lasater made a motion to cancel the December meeting, Reid seconded and the vote to cancel the meeting was unanimous by the trustees in attendance.

At 6:15 pm Meckes made a motion to go into closed session pursuant to Section 610.021(13) of the Missouri Revised Statutes to conduct the Director’s mid-year performance evaluation, which was seconded by Knight . A roll call vote was taken with the following trustees voting in favor of going into closed session: Bailey, Eads, Knight, Lasater, Martiniere, Meckes, Molitor and Reid . The following trustees voted against going into closed session: None. The Board then went into closed session pursuant to Section 610.021(13) of the Missouri Revised Statutes. At 7:09 p.m. Meckes made a motion to adjourn the closed session, which was seconded by Knight. The following trustees (those present) voted to adjourn closed session: Bailey, Eads, Knight, Martiniere, Meckes, Molitor, Reid. The following trustees voted against adjourning: None.

The Board emerged from closed session and a motion was made by Knigh and seconded by Meckes to adjourn the regular board meeting, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, January 17th at **5:30** p.m at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations.