

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

January 17, 2018

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

Board Attendance: Bailey, Eads, Knight, Lasater, Martiniere, Meckes, Molitor, Reid  
Board Absent: Leming  
Staff Attendance: Sarah Erwin, Lisa Henry  
Guests: None

## **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: None

**Minutes –** Eads made a motion to approve the minutes of November 15, 2017 with the changes of removing two trustees from closed session notes as they had already left and correcting the spelling of Knight, Meckes seconded and the vote to approve was unanimous by trustees in attendance.

## **Librarian's Report –**

- Circulation, outreach visits, new cards and patron reference questions were all on the rise in December.
- Bill O'Bright oversaw changes to the Library's workroom, allowing for better workflow and the move of some front desk duties to the back, freeing front desk staff to focus on arriving patrons.
- Round two of safety training has been completed and hands on training with the police will be in the spring.
- The Library received \$6,000 from the Gaylord Foundation to support summer programming for all ages.
- Many upcoming programs, including Meacham Park Oral Histories – Connecting Community Through Arts on Saturday January 27<sup>th</sup> at 2 pm and World of Reading: Multicultural Fair on February 10<sup>th</sup> from 10 am to 2 pm to celebrate the end of winter reading. The Meacham Park program will spotlight a project by Nipher Middle School students to document the history of the neighborhood and the Multicultural Fair will include Dances of India, foods of the world, and a performance by the St. Louis Mexican Cultural Institute.

### **Trustees' Reports –**

Eads renewed her son's passport at the Library and it went very smoothly, Lassiter ran into friends who had received Santa letters and were complimentary and Martiniere reported Emma was a big hit at Rotary.

### **Committee Reports –**

Finance: Henry reported the Library has received almost 70% of the budgeted property taxes, with several more payments coming in January. Line item 399 Grants was the \$6,000 Clifford Willard Gaylord Foundation grant for summer reading. Under Expenses, halfway through the year 43% of the budget has been spent, with summer reading bills due to start coming in. Line item 519 Professional Services includes quarterly payments to the payroll accountant and a payment to the management consultant. Line item 552 Furniture and Equipment includes some updates to the staff breakroom. Meckes reported the finance committee had just met and had discussed fines, Lagers, and the investment policy and will be bringing recommendations to the Board in February.

Building and Grounds: Knight reported that Nick received 4 bids from security companies, and the committee will be reviewing those. Riggs is still working on a proposal for the railings outside, and for some small changes in the front lobby for a Reference department project that needs space for flyers and brochures, the festive outside decorations will stay up until winter reading is over in a couple of weeks, and so far no issues with heat or pipes this winter.

Personnel: Meckes reported that she and Martiniere are exploring to see if anything will need to be done regarding the pension fund, and the timeline with the city as they potentially change to Lagers. They will report back as to cost effective options for the Library. Erwin has been researching organizations to help with revamping the salary ranges and schedules and she and Meckes have met with two organizations and prefer the local group. Erwin also met with County Library, and their feedback about the group was very positive. She will share the proposal with trustees. The organization will compile the data the committee will need to make informed decisions, and will help with overall salary management.

Development: Eads reported the endowment fund is over \$1,480,000.00 . So far 210 Friends have renewed and 170 joined, bringing in over \$19,000. The committee will be meeting soon to discuss Santa letters.

### **Unfinished Business:**

A. Approve the Revised Proctoring Policy: Reid made a motion to approve the revised proctoring policy, Meckes seconded and the vote to approve was unanimous by the trustees in attendance.

### **New Business**

A. Lodge the Revised Phone Policy: Erwin reviewed the changes, which simplifies public phone usage.

B. Lodge Safe Place Enrollment: Erwin reported on the Library's desire to be a designated safe place. Currently all County libraries, as well as Maplewood, participate. The application is \$25 and MOD's would go through training. Would add to engagement of the community and the Library's goal of being a welcoming place. Erwin will update the trustees as to how the public would know of the designation.

C. Lodge FY 18 Budget Amendments: Henry reviewed the amendments, which add the extra revenue received so far this year and adjusts the expense budget to reflect the line items receiving more money.

D. Sign Code of Ethics: Trustees signed the 2018 code of ethics and gave them to Henry for filing.

Eads made a motion to adjourn the meeting at 6:00 pm, Meckes seconded and the vote to adjourn was unanimous by the trustees in attendance. Trustees then attended Board Education with Jane Klieve.

The next regular board meeting will be on Wednesday, February 21st at **5:30** p.m at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations.