

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

February 21, 2018

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

Board Attendance: Bailey, Eads, Knight, Leming, Lasater, Martiniere, Meckes, Molitor,
Reid

Board Absent: None

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

Guests: City Council Liaison Maggie Duwe

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 her brother and his family just joined the Library and are pleased. The new theatre is moving along and will be breaking ground in May, after fixing last minute exterior issues on the plans. The community center design is being worked on and the train station subcommittee is reviewing maintenance work that needs to be done and plans to historically renovate the building. Thursday night will be a meeting about Lagers and the city's desire to move to a defined benefit plan.

Minutes – Reid made a motion to approve the minutes of January 17, 2018 with the change of removing the second adjourn to line with the incorrect date, Lasater seconded and the vote to approve was unanimous by trustees in attendance.

Librarian's Report –

- Nonfiction, self-check usage, proctoring and passports all up.
- Erwin and Henry met with Lindsay Matush, our strategic planning consultant, to go over next steps and she will be sending recommendations the second week of March. Knight offered a review of the board's previous strategic plan process, for those trustees who were not yet on the board.
- One Book events kicked off with the Webster Arts' Meacham Park Oral Histories presentation, and the materials will be added to the Library's digital archives. The screening of the Pruitt Igoe Myth was standing room only, with people having to be turned away. A second screening is being planned. A patron left a comment in the comment box praising the Library for the One Book selection.

- Let Erwin or Barbara know if you will be able to attend the Volunteer Appreciation event. The speaker will be from Left Bank Books, discussing upcoming releases, and there will be books for sale.
- Library Advocacy Day in Jefferson City has been re-scheduled to March.
- Courtney was commended by a patron for her great customer service and knowledge.

Trustees' Reports –

Eads reported getting lots of compliments on the Pruitt Igoe screening, as well as the way the program was set up, and about the diverse books and displays in the children's room. She also got help from Erwin and DeLooze-Klein with booklists and handouts for Tillman. Bailey got to watch passport interactions three times last month while working in the shop and commended reference staff on their patience. Martiniere remarked on how outstanding the Facebook posts have been. Knight reported IT and Reference staff were a great help to her friend who needed brochures printed at the last minute.

Committee Reports –

Finance: The committee passed their minutes from their meeting on January 31st. Leming reviewed the city's desire to move to Lagers. The election in April will be to change the charter to allow them to pursue change their defined contribution plan. The city has managed the Library's benefit plan and the Library will have the option of joining Lagers on our own. The committee met with the Library attorney who is recommending the committee get more involved in looking at the plan and be more diligent in overseeing it, and wait and see what happens in April. The committee also discussed the fine structure and is recommending the Library go to a fines only on Hot items plan, which will decrease fine revenue to about \$7,600. This will be lodged at the next board meeting and voted on in May, to go into effect in July with the new fiscal year.

Building and Grounds: The committee passed their minutes from their meeting on February 7th. Knight reported the committee met to review the four security company bids, two of which were eliminated fairly quickly. The group came up with follow up questions that Nick will ask the remaining two companies and he will call their references. The new shelving in the lobby has been installed and the lobby and the doors were painted.

Personnel: No report.

Development: The committee passed their minutes from their meeting on February 7th. Eads reported the endowment fund is over \$1,500,000.00. The committee met to discuss Santa letters and the way the process had to change this year, with staff taking

over leadership roles as volunteers were unable. Eads reviewed this year's totals, with 418 people purchasing 847 letters. Staff spent 34 hours of paid time and 6 hours of volunteer time and after expenses the letters brought in about \$6,000. The committee recommends discontinuing the program, as other fundraisers that the Library does yield better results with less paid time. Discussion followed, and the item will be lodged in April, voted on in May.

Unfinished Business:

A. Approve the Revised Phone Policy: Meckes made a motion to approve the revised phone policy, Eads seconded and the vote to approve was unanimous by the trustees.

B. Approve the Safe Place Enrollment: Reid made a motion to approve the safe place enrollment, Molitor seconded and the vote to approve was unanimous by the trustees.

C. Approve the FY 18 Budget Amendments: Lasater made a motion to approve the budget amendments, Eads seconded and the vote to approve was unanimous by the trustees.

D. Discussion of Trustee Training Session: Bailey led the discussion of last month's session, with the general consensus that the session was a positive experience and trustees will work more on communicating, not being "too efficient" and encouraging new trustees to feel comfortable to speak up.

New Business

A. Lodge the Friends' Gift: Erwin reviewed the request for \$45,000 from the Friends' account, which will go towards collection and staff development, the lobby shelving, parenting resource kits, magnets and outreach.

B. Approve Lockton Proposal: Meckes reviewed the need for a consultant (the last time one was used was in 2007, there has been more difficulty in filling positions, etc). Of the firms reviewed, Lockton seemed the most interested, is local and will cost approximately \$13,000, with annual salary updates at no charge and a recommendation to recalibrate every three to five years. The process will take about 6-8 weeks, and will be reviewed by the Library's attorneys, so the finance committee will meet in March to approve the draft of the rest of the budget, minus personnel costs, and once the recommendations are in the personnel committee would give the finance committee the results to add to the budget in April. The entire budget would then be lodged with the board in May and approved in June. Knight made a motion to approve the Lockton proposal, Eads seconded and the vote to approve was unanimous by the trustees.

C. Approve the Revised Investment Policy: Hunter reviewed the suggested changes to the investment policy, which covers operations and endowment separately. The attorneys cleaned up some of the language and the provision saying funds would be spent after reaching one million dollars was removed, along with some allocations. Next steps will be approving an investment officer, and figuring out the exact purpose of the endowment fund. Reid made a motion to approve the revised policy, Eads seconded and the vote to approve was unanimous by the trustees in attendance.

Leming made a motion to adjourn the meeting at 6:40 pm until April as the March date falls during spring break and there will not be a quorum available, Molitor seconded and the vote to adjourn to April was unanimous by the trustees.

The next regular board meeting will be on Wednesday, April 18th at **5:30** p.m at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations.