

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

April 18, 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, 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 Planning and Zoning will be meeting tonight at 7 to discuss Sugar Creek and a specific home issue there. Theatre plans are moving along.

**Minutes –** Eads made a motion to approve the minutes of February 21, 2018, Reid seconded and the vote to approve was unanimous by trustees in attendance.

## **Librarian's Report –**

- March was another great month of circulation – higher than last year. Juvenile picture books and beginning readers made the list of top five circulating sections this month.
- Staff is working on the plan for creating a new strategic plan once the current plan expires this year, have met with Lindsay and she has a very in-depth proposal. Updates will come soon.
- Trustees are asked to look over the draft document of the list of library services offered and send Erwin any feedback (suggestion was made to add large format printer). It will be used to train new trustees and items from it will be highlighted during monthly board meetings.
- The library held successful city council candidate forum with 200 in attendance. Erwin and DeLooze-Klein attended Missouri Library Association Library Advocacy Day in Jeff City and visited with Representative Deb Lavender and a successful volunteer appreciation event was held in March.
- Bill O'Bright was able to attend the Public Library Association conference in March despite very snowy weather and a group of staff have taken a course offered through *Library Journal* called Diversity and Cultural Competency Training. This online course provided information on how to build and market

diverse, equitable and inclusive collections. A team of staff just met last week to tackle a list of ideas that resulted from this course.

- The salary management project with Lockton is going well and the new salary management program should be implemented by the start of next fiscal year. There will be a meeting this Friday to discuss their findings and proposals to date.
- The library is one of 50 libraries accepted to participate in the 2018 Public Library Association Inclusive Internship Initiative. This initiative is an opportunity for public libraries to offer paid, mentored internships to high school juniors and seniors from diverse backgrounds. The program is designed to introduce interns to careers in librarianship through a summer-long learning project and engagement with multiple facets of library work, from administration to programming to user services. Interns and mentors will have opportunities to connect and learn from a national cohort. The internship posting will be going out to our contacts at area high schools on Monday and it ties in beautifully to our mission of building a connected and engaged community
- One Book, One Kirkwood 2018 features author Stephanie Powell Watts and her debut novel *No One Is Coming to Save Us*. The event will happen May 2<sup>nd</sup> at 7pm at Nipher Middle School in the North Gym. Sponsorships promoting this event will be played on STL NPR. Erwin and DeLooze-Klein were able to attend a City Council meeting in March and presented copies of the books to the Mayor and City Council members.
- Summer Reading Kick Off happens May 19, at 10 am and thanks to a \$500 gift from Enterprise Bank it will include music, treats, games, and the Bubble Bus.

### **Trustees' Reports –**

Meckes mentioned the Fake News panel on YouTube, Eads found the Whose Street screening interesting, enjoyed the volunteer appreciation event. Knight appreciated DeLooze-Klein attending the Chamber opening of its new office.

### **Committee Reports –**

Finance: The committee passed their minutes from their meeting on March 15<sup>th</sup>. Leming reviewed the committee's last meeting, saying they reviewed the draft of the 2019 budget, the alarm company proposal that was approved by the Building and Grounds committee and appointed Leming as the Investment Officer.

Building and Grounds: Knight reported the committee chose Advance Security and Technologies as the new alarm company and the owner will be in sometime this week to get into the ceiling and plan for cables. Installation will begin early May and take two

weeks. The carpets were cleaned and touch up painting is being done on Friday nights. New shelving has been ordered for the audio section on the main floor and to replace some shelving on the third floor.

Personnel: The committee passed their minutes from March 26th. Meckes reported they met with Jane Klieve to discuss the Library Director evaluation form and procedure and are moving to a more objective process. Erwin is working on information for her evaluation next month and will work on goals and self evaluation for next fiscal year .

Development: Eads reported the endowment fund is currently at \$1,476,159.00. Martiniere mentioned the finance committee will be working on procedures for the utilization of portions of the funds on an annual basis.

### **Unfinished Business:**

A. Approve the Friends' Funds: Reid made a motion to approve the funding from the Friends to the Library, Eads seconded and the vote to approve was unanimous by the trustees in attendance.

### **New Business**

A.Lodge the Fines Proposal: No changes since the review of the fines proposal in February, the trustees will vote on it in May.

B.Lodge the Santa Letter Proposal: Eads reviewed the process of looking over the cost benefit analysis, the staff time involved, and the proposal to discontinue the Santa Letters. The trustees will vote in May and the review with the Friends at a meeting after that.

Meckes made a motion to adjourn the meeting at 6:00 pm, Reid seconded and the vote to adjourn to May was unanimous by the trustees.

The next regular board meeting will be on Wednesday, May 16th at **5:30** p.m at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations.