

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

May 16, 2018

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

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

Board Absent: Martiniere

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 there will be a public hearing Thursday the 17<sup>th</sup> regarding Sugar Creek. Wallace Ward will be taking Duwe's place as liaison to the Library.

**Minutes –** Reid made a motion to approve the minutes of April 18, 2018, Eads seconded and the vote to approve was unanimous by trustees in attendance.

## **Librarian's Report –**

- March was another great month of circulation, with adult nonfiction in the top 3 highest circulating sections.
- The results from the staff empowerment survey show significant increases (in 2017 10 areas were marked less than 80% felt empowered, in 2018 it was only 5 areas).
- Fifty people attended the One Book event.
- Lockton has draft administration guidelines and the finance and personnel committees will meet together to review.
- The Library received a \$2,000 grant to support programs for the Great American Read. KPL was one of 50 libraries across the country to receive the grant. We will have a Great Kirkwood Read at the same time, with patrons voting.
- The Library's Community Spotlight section has been supporting local creators and helping patrons find local artists/creators. Materials are marked with a Community Spotlight sticker and the nonfiction titles are on the 3<sup>rd</sup> floor in their own section.
- 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 heard the One Book author on NPR, Eads enjoyed the program.

### **Committee Reports –**

Finance: Leming reported the committee has a plan to begin using the endowment funds by creating a staff grant that staff members can apply for to enhance the Library. Henry reviewed the financials, pointing out that 97% of projected revenue budget has been received, Professional Services line 519 includes the Lockton salary management firm. The Friends made \$5,536 in April and had \$1,432 in expenses and gave the Library \$45,000.

Building and Grounds: Knight reported the alarm company is in the middle of installing their equipment. The painters have completed the touch up painting all over the Library, the exterminator is coming Friday for spring spraying and a new café table was installed on the third floor. New shelving is coming next week.

Personnel: Meckes reported Erwin's evaluation will be next month, after reviewing Lockton's information.

Development: Eads reported the endowment fund is currently at \$1,469,715.00. .

### **Unfinished Business:**

A. Approve the Fines Proposal: Eads made a motion to approve the fines proposal as submitted, Meckes seconded and the vote to approve was unanimous by the trustees in attendance.

B. Approve the Santa Letter Proposal: Meckes made a motion to approve the Santa Letter Proposal, Molitor seconded and the vote to approve was unanimous by the trustees in attendance.

### **New Business**

A. Lodge Revised Vacation Policy: Erwin reviewed the changes, which will clean up conflicting sections.

B. Lodge Revised Purchasing Policy: Erwin reviewed the changes, which remove procedures from the policy. In the fall trustees will begin to look at removing procedures from all policies.

C. Lodge Revised Dress Code: Erwin reviewed the change, which deletes the requirement of staff to cover their tattoos.

D. Lodge the 2019 Budget: Henry reviewed the revenue budget, which includes decreasing Fines, adding what was called Friends' gift money into our revenue budget. Erwin reviewed the expense budget, which includes increasing Reference for a new chat function and new databases, keeping the same auditor for the next three years, revamping the strategic plan under Professional Services and increasing Programming to cover more prizes as attendance keeps increasing, as well as maintaining the storybook walk. Line 650 no longer includes County reimbursement for reciprocal borrowing, line 550 includes computer equipment replacements following the replacement schedule. Discussion followed about capital improvement reserves and coming up with a building and grounds wishlist, and providing monthly reporting on bigger expense items.

E. Lodge 2018 Budget Amendments: Henry reviewed the budget amendments, which add the extra tax revenue received, along with state aid and athlete and entertainer tax, more passport revenue, some grants and the Friends' money.

F. Appoint Nominating Committee: Bailey appointed Knight and Meckes to assist her on the committee and they will provide a slate of officers to approve in June.

Reid made a motion to adjourn the meeting at 6:20 pm, Eads seconded and the vote to adjourn to June was unanimous by the trustees.

The next regular board meeting will be on Wednesday, May 20th at **5:30** p.m at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations.