

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

June 20, 2018

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

Board Attendance: Bailey, Eads, Knight, Leming, Martiniere, Meckes, Molitor
Board Absent: Lasater, Reid
Staff Attendance: Sarah Erwin, Lisa Henry, Emma DeLooze-Klein, Rachel
Johannigmeier
Guests: City Council Liaison Wallace Ward

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: Ward introduced himself as the new liaison.

Minutes – Knight made a motion to approve the minutes of May 16, 2018, Martiniere seconded and the vote to approve was unanimous by trustees in attendance. Eads made two corrections, changing a date in the Librarian's report to the previous month, and updating the adjourn-to date.

Librarian's Report –

- Summer Kickoff day was highly successful, with an increase in circulation by 300 items. Signups also increased over last year, with adults seeing a 16% increase, homebound 30%, kids 5% and teens 2%.
- The Library's book caboose has moved to its summer home at the pool, and provides copies of discarded or donated library books for all ages, to be taken or used by pool customers.
- Flesch and DeLooze-Klein attended a Diversity Awareness seminar and have brought back good information to staff.
- A new programming series, Community Conversations, has begun. Trustees are encouraged to share ideas for future topics with DeLooze-Klein.
- Bonnie Petersen, the head of cataloging, retired after 32 years with the Library.
- Adult bookclub kits are available for 6 weeks, contain multiple copies of a title along with a guide about the book and how to facilitate a discussion, and can be found under Bookclub Kit in the catalog. Currently there are 55 adult kits in circulation.
- Overall circulation continued to increase in May, with children's having four of the top 6 highest circulating sections in the Library.

- Work on the strategic plan will begin after summer reading, and may include some shifting of priorities and will lead to a yearly action plan that the Library can continue on its own.
- Erwin provided a document outlining the Board committees, including their responsibilities and policies that they should be familiar with.

Trustees' Reports –

Eads and her family enjoyed the Kickoff day, as well as the Reading Buddies and Family Ukulele Programs. Martiniere's family has been enjoying storytime.

Committee Reports –

Finance: The committee approved their minutes of June 7th. Henry reported the financials are almost wrapped up for the fiscal year, waiting on one final pay, a reimbursement from the MLC and some last minute bills.

Building and Grounds: The committee approved their minutes of June 15th. Knight reviewed their meeting with Bill Riggs, of Riggs Construction, who presented options for five potential projects. The projects included exterior brickwork, replacing the cupola, the exterior railing, roof repairs and replacing the interior flooring on the main level. The committee asked for quotes for repairing the current cupola rather than replacing it, adding the workroom to the flooring bid and removing the decorative aspect of the railing quote, so that it just repairs the rails. The committee approved the roof repairs, as that will be around \$5,000. The roof is in good shape overall and will not need replacing for another 15 years. The committee will ask for other bids for the other projects and will determine a timeline for each project. Staff has been working on a schedule for capital projects and will incorporate their decisions into that schedule.

Personnel: Meckes reported Erwin's evaluation will be in closed session following the regular meeting. Meckes reviewed the Lockton proposal, with the recommendation from the personnel and finance committees to follow the one year implementation. Annual merit increases are factored at 3% and salary range adjustments at 2%. Qualifying employees would move to the mid-range point. The finance committee's forecast shows that with Lockton's recommendations payroll costs to total operation expenses will grow to 68% by 2023, with 3% pay increases, 1.5% tax revenue increases and .5% operations increases. The committee feels this is a conservative estimate and are comfortable with it. The proposal will be re-evaluated each year.

Development: Eads reported the endowment fund is currently at \$1,482,136.87. Volunteers and staff have been notified of the Santa letter decision.

Unfinished Business:

A. Approve the Revised Vacation Policy: Eads made a motion to approve the policy as submitted, Meckes seconded and the vote to approve was unanimous by the trustees in attendance.

B. Approve the Revised Purchasing Policy: Meckes made a motion to approve the policy as submitted, Eads seconded and the vote to approve was unanimous by the trustees in attendance.

C. Approve the Revised Dress Code: Leming made a motion to approve the policy as submitted, Knight seconded and the vote to approve was unanimous by the trustees in attendance.

D. Approve the 2018 Budget Amendments: Henry reviewed the changes to the presentation of the budget amendments, including removing the debt service from general operations, as well as the fund balance carryover, leading to excess deficit expenses. Eads made a motion to approve the amendments as submitted, Leming seconded and the vote to approve was unanimous by the trustees in attendance.

E. Approve the 2019 Budget: Meckes reviewed the changes to the presentation of the budget and discussion followed about the capital expenses versus operations, the debt service difference between revenue and expense, and how the excess funds should be used in the future for an extra payment or early pay off. The finance committee will be working on a potential board resolution for the capital reserve. Leming made a motion to approve the 2019 Budget, minus the Library Director's annual increase which will be added after the closed session, Eads seconded and the vote to approve was unanimous by the trustees in attendance.

New Business

A. Approve the 2018-19 Slate of Officers: Knight made a motion to approve the following slate of officers –

- Bailey, President
- Meckes, Vice-President
- Eads, Secretary
- Martiniere, Treasurer

Leming seconded and the vote to approve was unanimous by the trustees in attendance.

B. Approve the Conflict of Interest Policy: Martiniere made a motion to approve the conflict of interest policy, which the board approves every two years, Leming seconded and the vote to approve was unanimous by the trustees in attendance.

C. Approve the Lockton Job Grade and Salary Range: Leming made a motion to approve the new salary range as recommended by Lockton, Martiniere seconded and the vote to approve was unanimous by the trustees in attendance.

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Leming made a motion to go into closed session pursuant to Section 610.021(1) and (3) of the Missouri Revised Statutes, which was seconded by Martiniere. A roll call vote was taken with the following trustees voting in favor of going into closed session: Bailey, Eads, Knight, Leming, Meckes, Molitor, Martiniere. The following trustees voted against going into closed session: None. The Board then went into closed session pursuant to Section 610.021(1) and (3) of the Missouri Revised Statutes.

The Board emerged from closed session at 7:55 pm and a motion was made by Martiniere 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, July 18th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations.