

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

July 17, 2018

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

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

Board Absent: Lasater, Meckes

Staff Attendance: Sarah Erwin, Lisa Henry, Emma DeLooze-Klein, Tyler Kim

Guests: City Council Liaison Wallace Ward

## **Call to Order-**

The meeting was called to order by Bailey at 5:30 p.m. Kirkwood Public Library summer intern Tyler Kim was introduced. He briefly discussed his diversity project, stating that he is getting good feedback and would appreciate trustees taking part in the survey or doing an interview with him.

## **Business from the audience –**

Public Comments: None

City Council: Ward reported city council had a retreat last week to review their strategic plan and discussed briefly the loss of some tax revenue that the city might face.

**Minutes –** Eads made a motion to approve the minutes of June 20, 2018, Martiniere seconded and the vote to approve was unanimous by trustees in attendance.

## **Librarian's Report –**

- The fiscal year ended with circulation up over last year, both in-house items as well as Overdrive and Hoopla.
- The grant report was finished for the Spotlight on Literacy grant, and the State Library even complimented the report. The application for the Edward Chase Garvey grant was submitted.
- Erwin provided an organization chart, as requested in her review. She explained the Manager on Duty process, which follows a chain of command as to who is in charge of the building. Another request had been for job descriptions, but that would be 40+ pages of documents so Erwin asked for clarification as to what exactly was needed.
- Attorney Rhonda O'Brien provided an explanation for trustees as to the relationship between the city and the library. KPL is a municipal library, an independent city subdivision. The city appoints the board and sets the tax rate, with input from the board. The relationship is "close but not one of control." Erwin attends the city's monthly department head meeting to stay aware of city happenings and keep them informed of library developments. Erwin provided a map of Kirkwood, showing the outline of the library district. The district differs from the city in that Meacham Park is not technically included, as the Library existed before the annexation of

Meacham Park, and their residents pay taxes to County. However, they are considered our patrons by Library staff.

- Erwin provided a brochure of the Library's technology offerings and reviewed the Grab-a-Geek and Drop-In IT programs.

### **Trustees' Reports –**

Molitor's neighbors praised Wowbrary, and a rep from Be Smart (gun safety) told her we were the first area library to allow them to do a program here and staff was helpful with marketing. Martiniere reviewed the trustee handbook and would like an ongoing discussion of what a true "oversight" board looks like, to ensure that he is not breaking any rules. His understanding of an oversight board is that the board does not get involved in day to day operations. Their responsibilities are to hire the director, approve the budget and set policy. His suggestions going forward include ensuring trustees are not participating in things like getting bids and quotes themselves, rather reviewing the results, as well as having staff present monthly reports such as the financials instead of trustees. Discussion followed about the need for trustees to be able to ask questions and utilize their specific skills or talents to provide support, and the need for the board to have a voice as a group, rather than one person dominating. Martiniere would like trustees to read over the bylaws and he will provide more information that he has gathered about oversight boards. Discussion followed about having the Library's attorney provide some insight as well.

### **Committee Reports –**

Finance: Henry reported on the financials of the full fiscal year. The endowment fund ended the year at \$1,482,136, a gain of \$342,215. Highlights of the year's revenue included \$2,303,942 in property taxes, \$52,895 in passports, \$39,654 in grants, \$48,722 in gifts and \$110,000 in endowment support. Expenses included \$1,215,500 in personnel costs (with reimbursement still owed from the MLC for the shared system admin salary), \$209,886 in utilities, \$379,634 in materials, \$147,330 in admin, \$72,541 in consortium, \$72,541 in capital outlay and \$467,978 in other, including debt service. The Friends brought in \$82,761, of which \$20,399 was memberships. They provided a \$45,000 "gift" to the library and had \$17,169 in expenses. Martiniere reported the financials provided to the board will look different beginning in August. The finance committee approved their minutes of June 20<sup>th</sup>.

Building and Grounds: Knight reported the annual building inspections (elevator, fire pump, alarms, etc) will occur July 25<sup>th</sup>. Staff is working to get quotes from area contractors for the four projects the committee is interested in pursuing. Discussion followed about the need for a contractor rather than staff overseeing the projects alone.

Personnel: No report.

Development: Eads reported the committee met earlier to discuss the annual Friends' membership drive. The committee was in agreement that it should be an annual appeal

(with potentially calling it something other than an “appeal”) rather than a membership drive. The timeline will remain the same as last year and staff will take over the mailing duties. Erwin will be meeting with the Friends’ Advisory board for the last time next week and will go over this, as well as other new procedures.

**Unfinished Business:**

None

**New Business**

A. The roster of committee assignments was provided. Trustees are on more than one committee, as three board members will be leaving in May and this will give newer trustees experience ahead of time.

B. Board meeting dates for the upcoming year were provided. November’s meeting is the day before Thanksgiving and the Library closes at 5, so most likely the meeting will be cancelled.

Reid made a motion to adjourn the meeting at 6:30 p.m., Martiniere seconded and the vote to adjourn was unanimous by the trustees in attendance.

The next regular board meeting will be on Wednesday, August 15th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations.