

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

August 15, 2018

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

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

Board Absent: None

Staff Attendance: Sarah Erwin, Lisa Henry, Emma DeLooze-Klein, Rachel  
Johannigmeier, Barbara Cockrell

Guests: Rhonda O'Brien, Lashly & Baer

## **Call to Order-**

The meeting was called to order by Bailey at 5:30 p.m.

## **Business from the audience –**

Rhonda O'Brien presented on the difference between the role of the executive staff and the trustees, as defined by statutes, the bylaws and state issued best practices, which indicate the day to day operations are handled by the Director, acting as Chief Operating Officer. The Board, acting as a collective voice, provides oversight and financial approvals. O'Brien reviewed possible scenarios, such as handling procurements, investigating financial irregularities, proper responses to citizen comments or personal preferences in materials. Requests by the board should be addressed unless the information is not currently available, such as Sunshine Requests would be handled. The relationship between the Director and trustees is intended to be cooperative. O'Brien provided a handout with detailed information.

**Erwin will resend the Missouri Public Library Standards to trustees.**

Public Comments: None

City Council: None.

**Minutes –** Reid made a motion to approve the minutes of July 18, 2018, Eads seconded and Knight asked for the following changes to be made under the Building and Grounds Report:

1. Delete everything following the first sentence.
2. Replace with the following information: Henry discussed the staff working on getting quotes from area contractors for the four projects the committee is interested in pursuing. Knight again requested a list of the four projects prioritized. Henry and Erwin did not provide a prioritized list. Henry discussed how the staff is working on finding a contractor to do all four projects. Knight questioned the reasoning being trying to find a contractor for four vastly different projects, and why the list could not be prioritized and put the projects out for bid. Henry discussed staff time and hours as reasons for looking for one

contractor. Knight requested again a Capital Budget and Henry reported that it would be in the August 2018 board packet.

The vote to approve the minutes with Knight's amendments was as follows:  
Abstain – Eads, Lasater, Martiniere, Meckes (Reid had left the meeting)  
Yes – Knight, Bailey  
No-Leming, Molitor

The board agreed to table the approval of the minutes until the next month. **Erwin will check with the City Clerk as to proper procedure.** Discussion followed about the procedure for approving the minutes, with the final suggestion being that the minutes are sent out within a week of the meeting to all trustees, who can then email back changes. **Erwin will check with the City Clerk as to proper procedure for this as well.**

#### **Librarian's Report –**

- Barbara Cockrell, the Library's Homebound and Outreach Coordinator presented on the Library's Homebound Services, which helps ensure community members remain connected. Currently 180 homebound patrons are being served by Library staff and volunteers and 9 senior centers are visited regularly.
- Circulation for this July beat last July by over 4,000 items. Top circulation categories were picture books (5,804 circs!), DVDs, ebooks and juvenile dvds.
- A new stat under Cardholders and Services shows active users for a month. It's a stat that is good to look at in conjunction with other stats like circulation and visitors. In July the Library had 6,517 active users – this means that 6,517 users checked out materials at least once in July. There were also 17,362 visitors to the library as well.
- Summer reading wrapped up on Sunday and there will be a summary next month. Staff also has a meeting regarding next steps for strategic planning scheduled for the coming week.
- Staff are finishing up organizing the results of the annual customer service survey and the Library has been up in all areas. One of the funniest comments included in the survey was "the only thing more enthusiastic than library staff are golden retrievers."
- Trustees were provided with the minutes from the final Friends Advisory Committee meeting. The meeting went fine and all left with a clear understanding that in order to have a consistent approach to volunteer work in the Library, the Library will no longer have separate Friends activities but simply volunteer activities. Staff have removed Friends language from the web site, social media accounts and everywhere else it pops up.

- The Library has signed a contract with Riggs Construction to provide a building inspection twice a year at a cost of less than \$3,000. Riggs' staff will be inspecting all areas of the building, from the roof to the water heater, and providing the Library with documentation of what preventative maintenance needs to be done that year as well and as estimates for future issues. This will aid in the upkeep of a capital spending plan. This is a better solution than hiring a full time maintenance worker which a one building library does not need as we learned many years ago.
- Also included in the board packet was a 2019-2021 Building Maintenance Plan. Of the five issues that Riggs had brought to the library's attention we have completed one (roof repairs) and have signed contracts with Riggs to begin work this fiscal year on two (exterior work and workroom flooring). The roof repairs came out of last year's budget and the exterior work and workroom flooring will come out of this year's capital expenses. While these projects were under the amount required to take out to bid, staff did attempt to take them out to bid and got no responses. Staff felt they were projects that needed to happen this year. The three remaining projects will be going out for bid later this fiscal year or early next fiscal year.
- Trustees were provided with the drafts of the capital planning documents. The first page includes projects that have been discussed and are known to be on the table now and in the near future. The second page includes the main areas that will be inspected twice a year by Riggs, and will be filled out after that first inspection in the fall. The third page is the beginning of a library wish list, which will be updated regularly.

Discussion followed about the proper procedures that should follow the inspections by Riggs. It was decided by the trustees that once payments to Riggs exceeded \$20,000 ( any other costs would go out for bid. The procedures will be examined regularly to ensure the process is effective. **Erwin will check the procedures with the attorneys.**

- Over 100 votes have been submitted for the Great Kirkwood Read, with voting going through mid-October. Right now, it's a tight race between Harry Potter and To Kill a Mockingbird with The Book Thief and The Help following close behind. At the end of the month will be the first sneak peek screening of the Great American Read themed episodes. As a grant recipient, the Library has received the rights to screen the episodes before they air on national TV. On September 8th, a local graphic artist will lead a demonstration on creating a graphic version of yourself! This program will explore the topic of "Who Am I?"--one of the themes of the PBS series.

**Trustees' Reports** – Lasater utilized the color printer to prepare metro maps for her family trip to DC, Meckes appreciated Lynda.com, Molitor and Eads recently used a bookclub kit and Eads overheard Webster moms talking about how much they love KPL.

### **Committee Reports –**

Finance: Henry reviewed the new “green sheets” which is now a report showing the previous month’s activities compared to the monthly budget. Quarterly the trustees will review the year to date reports. The committee approved their minutes and Martiniere reported they are working on the capital budget for next year and discussion followed about the appropriate way to show the fund balance and for what it will be used.

Building and Grounds: Knight asked for clarification on the figures for the workroom flooring project and why it had substantially increased when taken out of the full flooring project. **Erwin and Henry will get the information from Riggs.**

Personnel: The committee will meet on August 21st.

Development: **Henry will send the endowment fund update to trustees.** The upcoming appeal will be called Support the Library You Love Campaign and **Erwin will send trustees a draft of the letter.** Meckes suggested the ability for trustees to write a note to recipients they know.

### **Unfinished Business:**

None

### **New Business**

A. Lodge Endowment Fund Use Policy: Erwin reviewed the staff grant policy.

B. Lodge Revised Capital Asset Policy: Martiniere reviewed the changes, increasing the amount capitalized from \$500 to \$5000, on the advice of John Adams and the auditor.

C. Lodge Revised Volunteer Policy: Erwin reviewed the policy change, providing better wording.

D. Approve Resolution for Renewal of Lease: Henry reviewed the resolution, which confirms the amount is in the 2019 budget for the annual bond payment.

Lasater made a motion to adjourn the meeting at 7 p.m., Martiniere seconded and the vote to adjourn was unanimous by the trustees in attendance.

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The next regular board meeting will be on Wednesday, September 19th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations.