

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

October 17, 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

Guests: Keith Slusser, *Ficke, Eggemeyer and Williamson*

## **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: None

**Minutes –** Lasater made a motion to approve the minutes of September 19<sup>th</sup>, Reid seconded and the vote to approve was unanimous by the trustees in attendance.

## **Librarian's Report –**

- September's dashboard was included in packet, and one highlight was the Library registered 53 people to vote.
- The annual customer service survey had 705 responses (last year had 460) and every question saw an increase in favorable comments.
- The strategic plan's community survey will run from October 22<sup>nd</sup> through November 20<sup>th</sup>. **Trustees that have not yet responded to the strategic plan survey or made an appointment to meet with the representatives are encouraged to do so.**
- The Great American Read Oscar Night celebration is Friday night.
- Erwin will be at Firemen's Park Saturday from 10-noon to participate in Community Days.
- The Library Booksale is October 26<sup>th</sup> and 27<sup>th</sup>.
- The Human Rights Commission art exhibit will be displayed November 3<sup>rd</sup>-January 5<sup>th</sup> and will feature the works of middle schoolers.
- The Library will be closed for Veteran's Day but staff will be here for the annual professional development day.
- Erwin reviewed the Baby Kits, intended for babies up to 24 months, not based on themes, just books staff love, with toys.

**Trustees' Reports** – Martiniere reported a librarian he knows remarked the endowment grant was the best idea any library's ever had.

### **Committee Reports –**

**Finance:** Henry reviewed the September financials. The endowment fund is at \$1,456,971.00, down from last month due to the grant being withdrawn. Deposits included the endowment grant, the Edward Chase Garvey Foundation grant and the summer reading grant. Expenses included the final payment for the roof repairs, work on the interior stairs, and the final payment for the exterior repairs. Professional service expenses included the deposit for the strategic plan, the mobile print service renewal and attorney fees. The balance sheet was included, as well as the profit and loss statement for the full fiscal year to date.

**Building and Grounds:** Henry reported the landscaper has decorated for fall (note the 20 lb pumpkins), the lower level men's restroom has been converted to an any-gender, one person at a time restroom, Corrigan is working on the HVAC now that it has cooled off, the fall building and grounds inspection with Riggs will happen on Monday and staff will be meeting next week to begin the process of ordering new signage for the entire building.

**Personnel:** Molitor made a motion to approve the committee minutes from September 25<sup>th</sup>, Lasater seconded and the vote to approve was unanimous by the committee members. Meckes reported the committee has made tweaks to the director evaluation forms and process. There will no longer be a formal evaluation at midyear and trustees will discuss the procedures in closed session.

**Development:** Eads reported the Support the Library You Love letters will be mailed on October 22<sup>nd</sup>, with an email blast going to some on the 25<sup>th</sup>. The committee will be working on a development plan for the library starting in January.

### **Unfinished Business:**

**Approve Revised Collection Development Policy:** Eads made a motion to approve the policy as submitted, Leming seconded and the vote to approve was unanimous by the trustees.

**Approve the Revised Appendices G-K:** Meckes a motion to approve the appendices as submitted, Eads seconded and the vote to approve was unanimous by the trustees.

**Approve the Revised Faxing Policy:** Erwin reviewed the changes made since last month – local and long distance faxing will be at no charge. Lasater made a motion to approve

the policy as submitted, Eads seconded and the vote to approve was unanimous by the trustees.

Approve the 2019 Holiday and Closing Calendar: Eads made a motion to approve the calendar, Lasater seconded and the vote to approve was unanimous by the trustees.

### **New Business**

A. Lodge the 2018 Audit: Slusser reviewed the audit, an unmodified opinion with no modifications. There were no significant deficiencies or weaknesses, the numbers were what was expected. Budgeting differences were due to debt service refinancing. All three control deficiencies from last year were resolved this year. Staff was helpful, pleasure to work with. Slusser had attended the earlier Finance Committee meeting and reviewed the audit in more detail with them.

B. Lodge Revised Library Director Job Description: will be reviewed in closed session.

C. Lodge Revised Policy and Procedure for Library Director Evaluation: will be reviewed in closed session.

D. Lodge Revised Library Director Evaluation Form: will be reviewed in closed session.

E. Lodge Revised Library Director Goals Form: will be reviewed in closed session.

F. Lodge Revised Library Director Self-Evaluation Form: will be reviewed in closed session.

G. Lodge 2019 Budget Amendments: Henry and Martiniere reviewed the budget amendments, which added the grants received to the revenue budget and to the line items the grant funding will be helping. Some items were removed from the budget to be added to the capital budget.

H. November Meeting: The November meeting is cancelled. **Trustees should let Erwin know if they will be able to attend the December meeting, both Bailey and Meckes will be absent.**

At 6:03 pm Knight made a motion to go into closed session pursuant to Section 610.021(13) of the Missouri Revised Statutes to conduct the Director's mid-year performance evaluation, which was seconded by Reid . A roll call vote was taken with the following trustees voting in favor of going into closed session: Bailey, Eads, Knight, Lasater, Leming, Martiniere, Meckes, Molitor and Reid . The following trustees voted against going into closed session: None. The Board then went into closed session pursuant to Section 610.021(13) of the Missouri Revised Statutes. At 7:29 p.m. Meckes made a motion to adjourn the closed session, which was seconded by Martiniere. The following trustees (those present)voted to adjourn closed session: Bailey, Knight, Lasater, Leming, Martiniere, Meckes, Molitor and Reid. The following trustees voted against adjourning: None.

The Board emerged from closed session and a motion was made by Reid and seconded by Meckes to adjourn the regular board meeting, which passed by unanimous vote of the Trustees in attendance.

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

Respectfully submitted by Lisa Henry, Director of Operations.