

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

December 19, 2018

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

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

## **Call to Order-**

The meeting was called to order by Eads at 5:30 p.m. and the agenda was updated to reflect that it is the 2018 audit that will be approved.

## **Business from the audience –**

Public Comments: None

City Council: Groundbreaking on performing arts center occurred and they are working on changes for requirements for new business developments.

**Minutes –** Molitor made a motion to approve the minutes of October 17<sup>th</sup>, Lasater seconded and the vote to approve was unanimous by the trustees in attendance.

## **Librarian's Report –**

- November's dashboard was included in packet, and one highlight was the continued increase in circulation over last year, particularly in adult nonfiction.
- Erwin thanked trustees for meeting with the strategic planning consultant. Staff is working through the survey responses (over 400).
- The Library will be closed December 24<sup>th</sup> and 25<sup>th</sup> and again December 31<sup>st</sup> and January 1<sup>st</sup>.

**Trustees' Reports –** Lasater had trouble using the mobile printer but reference staff was able to help her. She also saw Chief Belmar and thanked him for the nice letter about the great service he got from Nick O'Neal. Martiniere was impressed that Chelsea Bedley reached out looking for help with a financial literacy for teens program and he discovered no other public organization in the area currently provides that. The Library will next year. Knight led a discussion about fines, with Erwin reviewing that the Library discontinued fines in July on everything but Hot Reads and Hot DVDs. Knight was concerned the website did not accurately reflect the current procedures and she will forward what she saw to Erwin.

### **Committee Reports –**

Finance: Henry reviewed the November financials. The endowment fund is at 1.4 million, the tax revenue has begun to come in, and the annual appeal has brought in over \$13,000 so far, with the money coming in sooner and faster than last year. Under Expenses Professional Development was higher than normal for the month as there were several staff attending conferences. Bookshop costs were higher in preparation for holiday sales and higher expenses in printing and computers reflect purchases made for grants. The monthly bill to the MLC was also high as that included the annual payment for Polaris, the shared library software.

Building and Grounds: Henry reported the building has been decorated for the holidays, inside by staff and outside by the landscaper. Staff has been meeting to discuss ideas for signage for the entire building. Riggs completed their fall inspection and many of the items on the list were completed by staff. The landscaper took care of the recommended changes to the exterior and Riggs has completed some small jobs, such as work on the foundation outside the children's emergency room door and replacement of the projection mat in the children's room.

Personnel: Molitor made a motion to approve the committee minutes from November 5th, Lasater seconded and the vote to approve was unanimous by the committee members.

Development: Eads reported the committee will be working on a development plan for the library starting in January.

### **Unfinished Business:**

Approve the 2018 Audit: Martiniere made a motion to approve the 2018 audit, Lasater seconded and the vote to approve was unanimous by the trustees in attendance.

Approve the 2019 Budget Amendments: Lasater made a motion to approve the budget amendments, Martiniere seconded and the vote to approve was unanimous by the trustees in attendance.

Approve Revised Library Director Job Description: Lasater made a motion to approve the job description, Martiniere seconded and the vote to approve was unanimous by the trustees in attendance.

Approve Revised Policy and Procedure for Library Director Evaluation: Lasater made a motion to approve the evaluation policy and procedure, Molitor seconded and the vote to approve was unanimous by the trustees in attendance.

Approve Revised Library Director Evaluation Form: Lasater made a motion to approve the evaluation form, Molitor seconded and the vote to approve was unanimous by the trustees in attendance.

Approve Library Director Goals Form: Lasater made a motion to approve the evaluation form, Molitor seconded and the vote to approve was unanimous by the trustees in attendance.

Approve Revised Library Director Self-Evaluation Form: Lasater made a motion to approve the self-evaluation form, Molitor seconded and the vote to approve was unanimous by the trustees in attendance.

### **New Business**

- A. Lodge Revised Meeting Room Policy: Erwin reviewed the revised policy, which was updated by staff after working on it for several months, then approved by the attorney. The revisions streamline the policy and puts into policy what is already being done, clarifying differences between local businesses and nonprofits.
- B. Lodge Revised Library Sponsored Event Policy: Erwin reviewed the revisions, which clarify what can and can't be sponsored.
- C. Lodge Umbrella Technology Policy: Erwin reviewed the policy, which has been revamped to include more technology.

Martiniere made a motion to adjourn the meeting at 5:53 p.m., Knight seconded and the vote to adjourn was unanimous by the trustees in attendance.

The next regular board meeting will be on Wednesday, January 16th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations.