

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
DRAFT

January 16, 2019

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

Guests: Wallace Ward, City Council Liaison

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 reported on recent hearings on rezoning the old ShopnSave lot and the adjustment of height requirements for buildings. A new tree ordinance will protect public trees and encourage planting of new trees.

Minutes – Lasater made a motion to approve the minutes of December 19^h, Eads seconded and the vote to approve was unanimous by the trustees who were in attendance at the meeting on the 19th.

Librarian's Report –

- Circulation this month was higher than last month, with DVDs, Picture Books and Overdrive circulations coming in the top 3.
- The strategic planning process has been scheduled as the following: Feb 20th Regular Board Meeting & Pre-Strategic Planning. The Regular board meeting will be from 5:30 - 6 pm and Pre Strategic Planning Meeting 6-7 pm led by Melinda McAliney from Vario Consulting. March 6th will potentially be the date for the board retreat, and there will be no regular board meeting on March 20th.
- Winter reading is going well and will wrap up Feb. 10th. Participation has included 185 adults and 268 youth.
- The Library will hold a book sale on January 25 and 26 in the Library. Books will include fiction, mystery, children's books, history, art, travel, CDs, DVDs and more. The hours of the sale are Friday, January 25, from 5:15 p.m. to 8 p.m.; and Saturday, January 26, from 10 a.m. to 3 p.m. There is no entry fee. Book prices are generally in the \$.50 to \$3.00 range. All patrons will enter through the Taylor Street (east) entrance. Numbered line tickets (optional) will be available at

4:00 on Friday in the library lobby. All proceeds benefit the Kirkwood Public Library.

- The Annual Volunteer Appreciation Event will take place Saturday March 9th at 1 pm at the library. Trustees will be receiving email invites and we hope that you can attend.
- The 1,000 Books Before Kindergarten program encourages parents and caregivers to read 1,000 books to their child before he or she enters kindergarten. Studies have shown that children who are read to have increased attention spans, more developed listening and language skills and larger vocabularies when they enter school. Sharing stories is a great way to develop important pre-reading skills and to help children learn about the world. Plus, reading stories together is fun! Currently there are 233 enrolled and 16 that have reached 1,000. There will also be a new evening storytime on the second Monday of each month, and storytimes count!
Discussion followed about the new transportation passes available for patrons who are needing a way to get to the community resources the Library has information on.

Trustees' Reports – Lasater found some VHS tapes and was able to have them converted at the Library. Martiniere said the Historical Society mentioned in a meeting that Nick O'Neal does their AV for programs.

Committee Reports –

Finance: Martiniere reported the finance committee had just met and will lodge a new fiscal policy next month. Henry reported on the financials for the year to date. Currently 60% of the operations tax revenue has been received, the annual appeal brought in more than anticipated, the shop is at 50% of its budget and the volunteers' offsite sales have been very profitable. Overall 63% of the operations revenue has been received. Nearly 55% of the personnel budget has been spent, along with 52% of utilities, 50% of materials, 42% of administrative services, 63% of operational capital expenses, 59% of MLC costs and 22% of the endowment grant. Overall the operations expense budget is 53% spent. Some of December costs look higher because bills were paid several times that month and some January bills were paid early. Under debt service 58% of our budgeted debt service tax revenue has been received. The endowment fund is currently at 1.344 million dollars.

Building and Grounds: Henry reported the foundation work outside the children's exit was completed and the new mat installed. Staff is working on a plan to update the teen room which would allow for more seating and more shelving. Some of the work might use materials the Library already has.

Personnel: Meckes asked trustees to review the evaluation policy and procedures in advance of the April board meeting.

Development: Eads reported the committee had just met to discuss the development plan in relation to the strategic plan. The appeal brought in over \$23,000 so far and the budget had called for \$15,000.

Unfinished Business:

Approve the Revised Meeting Room Policy: Reid made a motion to approve the meeting room policy, Lasater seconded and the vote to approve was unanimous by the trustees in attendance.

Approve the Revised Library Sponsored Event Policy: Eads made a motion to approve the policy, Lasater seconded and the vote to approve was unanimous by the trustees in attendance.

Approve the Umbrella Technology Policy: Knight made a motion to approve the policy, Lasater seconded and the vote to approve was unanimous by the trustees in attendance.

New Business

A. Sign Code of Ethics Policy: trustees signed the policy.

Reid made a motion to adjourn the meeting at 5:55 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, February 20th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations.