

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

February 20, 2019

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

Board Attendance: Eads, Knight, Lasater, Leming, Martiniere, Meckes, Molitor, Reid
Board Absent: Bailey
Staff Attendance: Sarah Erwin, Lisa Henry, Emma DeLooze-Klein
Guests: Melinda K. McAliney, Vario Philanthropy

Call to Order-

The meeting was called to order by Meckes 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 January 16th, Eads seconded and the vote to approve was unanimous by the trustees in attendance.

Librarian's Report –

- Circulation this month was higher than last month, with Overdrive leading the way.
- The Pre-Strategic Planning Meeting will be tonight from 6-7 pm, led by Melinda McAliney from Vario Consulting. March 6th will be the date for the board retreat, and there will be no regular board meeting on March 20th.
- Winter reading wrapped up Feb. 10th. Participation included 306 adults (100 of which were homebound) and 288 youth. There were thirty-nine completed bingo entries.
- The Annual Volunteer Appreciation Event will take place Saturday March 9th at 1 pm at the library. Trustees are encouraged to attend.
- Tax Help on Fridays is going well and the group would like to come back again next year.

Trustees' Reports – Eads attended the Community Conversations on Race and was impressed with the number of people there who were not from Kirkwood. The program was enjoyable. Reid reviewed the information on being a trustee and noted one of the responsibilities was to ensure the library has a strategic plan.

Committee Reports –

Finance: Martiniere and Eads approved the minutes from the last finance committee meeting. Henry reviewed the monthly financials, pointing out the received revenue of property taxes (\$650,000), passports (\$13,000), the booksale (over \$2,000) and a grant

payment (\$2,453). Expenses were slightly lower as some bills were paid early and fell under January's payments. The endowment fund is back up over 1.4 million and the annual appeal has brought in \$24,753 so far.

Building and Grounds: Henry reported the workroom floor was replaced over the weekend and there are no more bubbles. If all goes well the same flooring will eventually replace all of the brown flooring on the main floor. The restrooms had their annual deep cleaning of the grout and the landscaper has done a great job keeping the exterior walkways free from ice and snow.

Personnel: Meckes reported the committee will meet on March 6th to begin looking at the personnel costs for next year.

Development: Eads and Martiniere approved the minutes from the last committee meeting and a timeline for the next annual appeal has been developed.

Unfinished Business:

None.

New Business

- A. Lodge Revised Board Bylaws: Erwin reported the bylaws were updated as part of the ongoing process to update all of the Library policies.
- B. Lodge Revised ILL Policy: DeLooze-Klein reported the revisions are to make the policy friendlier and more condensed.
- C. Lodge Operations Budget Amendments: Henry reported the amendments add fines, grants and appeal donations and adjusts for janitorial and professional development expenses.
- D. Lodge Reserves Budget: The reserves budget allocates monies for ongoing capital expenses, as well as the first half of next year's budget.
- E. Lodge Fiscal Policy: The new policy states the process of allocating reserve funds and for what specifically the funds can be used.
- F. Lodge Revised Capital Asset Policy: The change to the policy decreases the useful life of the Library's books from 10 years to 5.

Reid made a motion to adjourn the meeting at 5:45 p.m., Eads seconded and the vote to adjourn was unanimous by the trustees in attendance. The board then began Strategic Planning with McAliney, and will meet again on March 6th at 5:30 pm.

The next regular board meeting will be on Wednesday, April 17th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations