

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

April 17, 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, Nicholas O'Neal

Guests: None

Call to Order-

The meeting was called to order by Bailey at 5:30 p.m. Eads made a motion to amend the agenda to include under New Business Update on Search Firm, Knight seconded and the vote to approve was unanimous by the trustees in attendance.

Business from the audience –

Public Comments: None

City Council: None

Minutes – Eads made a motion to approve the minutes of February 20th, Leming 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 among the top four highest circulating sections.
- Staff is working on the draft of the strategic plan and Melinda will tentatively present the draft to the board at the June meeting.
- Highlights from the last month include Library Advocacy Day in Jefferson City, the Annual Volunteer Appreciation Event on March 9th and the One Author, One Kirkwood event last week which was well attended and was a wonderful event.
- Staff is preparing for summer reading. Kickoff Day on May 18th will have the street closed for the bubble bus, and will be much fun.

Trustees' Reports – Bailey attended the One Author, One Kirkwood event and enjoyed the event, the author and Alvin Reid, the interviewer.

Committee Reports –

Finance: Leming made a motion to approve the finance committee minutes of April 3rd, Eads seconded and the vote to approve was unanimous by the committee. Leming has agreed to serve as Treasurer for the rest of the fiscal year. Henry reviewed the monthly financials, pointing out that the second debt service payment was made, the

endowment fund is at 1.448 million and revenues included \$18,000 in property taxes \$1600 in fines, \$8750 in passports, \$2650 in the shop and almost \$1500 in offsite sales. Operational expenses for the month included over \$4000 in Operational Services, which included landscaper costs for both clearing ice and snow and spring planting, as well as \$6000 in Professional Services, which included the 6th payment for the strategic plan, as well as some attorney fees and the annual retirement plan administrator fee. Computer costs included new PCs for the teen room. Year to date 95% of the budgeted operational revenue has been received, with a large tax payment expected in May. Over 1.602 million (77%) of the expense budget has been spent. Henry then reviewed the capital expenditures made so far, and the allocations for the reserve funds.

Building and Grounds: Henry reported one of the meeting room windows leaked a little during the last major rain, so all of the library windows were caulked. The city-wide power outage led to the fire curtains dropping and once the capital budget is approved staff will put out requests for proposals for the building projects slated for next year.

Personnel: Meckes reported the board will go into closed session after the regular meeting.

Development: No report.

Unfinished Business:

- A. Approve Revised Board Bylaws: Lasater made a motion to approve the revised board bylaws, Leming seconded and the vote to approve was unanimous.
- B. Approve Revised ILL Policy: Eads made a motion to approve the revised ILL Policy, Knight seconded and the vote to approve was unanimous.
- C. Approve Operations Budget Amendments: Henry reviewed the updated budget amendments. Lasater made a motion to approve the amendments, Eads seconded and the vote to approve was unanimous.
- D. Approve Reserves Budget: Eads made a motion to approve the reserves budget, Lasater seconded and the vote to approve was unanimous.
- E. Approve Fiscal Policy: Henry reviewed the new policy. Leming made a motion to approve the policy, Eads seconded and the vote to approve was unanimous by the trustees.
- F. Approve Revised Capital Asset Policy: The change to the policy decreases the useful life of the Library's books from 10 years to 5. Eads made a motion to approve the policy, Leming seconded and the vote to approve was unanimous by the trustees.

New Business

- A. Lodge FY 20 Budget: Erwin reviewed the Operations expense portion of the budget. The personnel portion will be amended with new director information eventually, and includes more equity training. The former Overdrive line now

includes all eMedia, such as Hoopla, Zinio and Kanopy. The materials budget will most likely be amended based on grants received and other opportunities.

Henry reviewed the revenue budget, which includes carryover grant monies. The new Reserves Budget includes funding for known projects for the next three years, eventual HVAC replacement, unexpected costs in youth services and technology, early debt service payments, half a year's worth of operation costs and a 6 month emergency fund. The Endowment Fund budget includes a grant for \$33,602, based on the December statement, and a tentative leftover amount of \$3,000 from this year's children's summer programs, which won't have been paid for yet.

- B. Lodge Revised Internet and Technology Policy: Erwin reviewed the revisions, which will make the policy more user-friendly.
- C. Lodge Revised Internet and Technology User Agreement – Erwin reviewed the changes, which will make the agreement (what users see when they log in) more in-line with the policy, and more clear.
- D. Appoint Nominating Committee: Bailey, Knight and Reid, as the outgoing trustees, will meet to appoint the new officers.
- E. Update on Search Firm Process: Erwin reviewed the research she had been conducting. Three library search firms were contacted, one did not respond, one gave two quick summary options and estimated costs, and one was supposed to have sent a proposal before the board meeting but failed to do so. Former board president Paul Paese, who has an extensive HR background and oversaw the search committee when Erwin was hired, provided Erwin with a contact who has over 30 years in HR and is currently an independent consultant. Erwin had a thirty minute conversation with her and was impressed. She would like to speak with trustees before submitting a proposal. Trustees discussed next steps, and agreed they would like to meet with the two possibilities in person at the May meeting, so that the outgoing trustees could be part of picking the firm that is utilized. Erwin will contact them and will copy the personnel committee on all correspondence going forward.

Meckes made a motion to go into closed session pursuant to Section 610.021(1) and (3) of the Missouri Revised Statutes at 6:20 pm, which was seconded by Lasater. A roll call vote was taken with the following trustees voting in favor of going into closed session: Bailey, Eads, Knight, Lasater, Leming, 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(1) and (3) of the Missouri Revised Statutes. The Board emerged from closed session at 7:05 pm and a motion was made by Bailey and seconded by Meckes to adjourn the regular board meeting, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, May 15th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations