

**KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES**

May 15, 2019

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

Board Attendance: Bailey, Eads, Knight, Lasater, Leming, Meckes, Molitor, Reid

Board Absent: None

Staff Attendance: Sarah Erwin, Lisa Henry, Emma DeLooze-Klein, Nicholas O'Neal

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 the walls are going up on the Performing Arts Center and it will be completed next summer. Ward is serving on a subcommittee looking at residential zoning. The police department was recently awarded the highest possible certification and the city hall cupola is being repaired.

Minutes – Reid made a motion to approve the minutes of April 17th, Lasater seconded and the vote to approve was unanimous by the trustees in attendance.

Librarian's Report –

- Circulation this month was higher again than the previous year.
- Staff will be meeting in teams to work on the strategic plan and Emma will have more information on next steps next month.
- A patron fell today and hit her head, she was taken to the hospital but was talking and coherent.
- Summer Reading Kickoff Day is Saturday, 10 am to noon. The street will be closed for the Bubble Bus.
- KPL was one of three Missouri libraries recognized for excellent grant writing and will be visited Friday the 17th by the State Librarian and a Senior Program Officer, who oversees the awarding of grant monies to states.
- Erwin thanked Bailey, Knight and Reid for their service over the years to the Library.

Trustees' Reports – Molitor's family got their passports at the Library, Knight attended the Chamber luncheon with DeLooze-Klein, Eads used the online grant finder at the Library and Reid enjoyed the farewell reception for Erwin.

Committee Reports –

Finance: Henry reviewed the monthly financials. The endowment fund is at 1,475,634.00. Another 5,228 was received in state aid, passports brought in 8,715, the shop made 2,917 and offsite booksales made 1,105. Under expenses professional development included diversity training, operational services included window cleaning, all windows were also caulked (maintenance and repair), and advertising included the license for the email marketing software MarketVolt. Other expenses included strategic planning, attorney fees and quarterly payroll accountant fees under professional services as well as summer reading programming expenses.

Building and Grounds: Henry reported the exterminator did the spring spray, the landscaper finished the spring planting, Riggs completed the spring inspection and are finishing up small repairs this week. The RFP for the cupola will go out soon, so that work can begin at the start of the new fiscal year, weather permitting. During the inspection process it was decided the main staircase and the sidewalks need to be added to the capital plan.

Personnel: Meckes reported she heard from one of the search firms and responded that once the new committees are formed she would get back to them. Meckes asked for questions for the search firms to be submitted to her ahead of time. Erwin will send the third proposal to the full board. Bailey explained her decision to allow the third firm to present. Henry will follow up with the attorney regarding the search firm interview process, including how best to allow a trustee who will be out of town to view the interviews.

Development: No report.

Unfinished Business:

- A. Approve FY 20 Budget: Leming made a motion to approve the FY 20 budget as submitted, Eads seconded and the vote to approve was unanimous.
- B. Approve Revised Internet and Technology Policy: Lasater made a motion to approve the revised policy, Reid seconded and the vote to approve was unanimous.
- C. Approve Internet and Technology User Agreement: Knight made a motion to approve the user agreement, Eads seconded and the vote to approve was unanimous.

New Business

- A. Approve 2019-2020 Slate of Officers: Knight made a motion to approve the following slate:
President – Meckes
Vice-President-Lasater
Secretary-Molitor
Treasurer – Leming

Eads seconded, and the vote to approve the slate of officers was unanimous.

- B. Additional Comments Regarding Director Search: Knight reported that due to the fact that there were now four board vacancies and that the library director search will have an impact for many years to come she felt it would be appropriate for the three outgoing trustees to stay on the board until the director is replaced. Discussion followed about the process of trustees staying beyond their terms and the possibility of former trustees being part of a search committee. Leming made a motion to allow the board to investigate keeping three outgoing board members for the duration of the director search, Molitor seconded and the vote was as follows:

Bailey – Yes

Eads – Yes

Knight – Yes

Lasater – No

Leming – Yes

Meckes – Yes

Molitor – Yes

Reid – Yes

The motion passed by majority. Meckes will contact the mayor and the city attorney to discuss the next steps, and stated that if it is not possible for the three to stay on the board she will form a search committee and they will be part of that.

Bailey presented Erwin with a farewell gift and thanked her for her service. The meeting was adjourned at 6:20 p.m.

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

Respectfully submitted by Lisa Henry, Director of Operations