

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

June 19, 2019

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

Board Attendance: Clark, Eads, Lasater (Skype), Leming, Meckes, Molitor, Reyes-Jones

Board Absent: McLaughlin, Price

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

Guests: Wallace Ward, City Council Liaison, Tasha Knight, search firm committee member

Call to Order

The meeting was called to order by Meckes at 5:30 p.m. and Clark and Reyes-Jones were welcomed to the board. Introductions will be done next month, when the other two new board members will be present.

Business from the audience –

Public Comments: None

City Council: Ward reported city council approved four new members for the Library board and thanked the board for their time and commitment. Work continues on the theater and the steering committee is reviewing the downtown area.

Minutes – Eads made a motion to approve the minutes of May 15th after the removal of Martiniere as attending, Molitor seconded and the vote to approve was unanimous by the trustees in attendance who were at the May 15th meeting.

Librarian's Report –

- DeLooze-Klein reported the Institute of Museum and Library Services (IMLS), along with the Missouri State Library, recently visited the Library, one of a select number of Libraries chosen for a site visit due to the innovative things going on here. IMLS is responsible for advancing, supporting, and empowering America's museums and libraries through grantmaking, research, and policy development.
- Summer Reading Kickoff was a great success with the largest turnout ever. The street was packed and the door count was over 1,000 visitors at the end of the day. So far 426 adults, 1801 children, and 329 teens are signed up for summer reading online.
- With increased traffic for summer reading, circulation numbers are also up from May of 2018.
- Managers took part in a team building session to ensure they are communicating effectively and working towards common goals during this period of transition.
- Trustees were given programming flyers for adult, teen, and children's events happening through August and are encouraged to attend.

- Library volunteers will be holding their June book sale on Friday and Saturday June 28-29. Books will include fiction, nonfiction, children's books, and more. It's a bag sale, \$10 to fill a bag on Friday and \$5 to fill a bag on Saturday.
- In July, Melinda from Vario Consulting will be presenting Board Norms, which were developed by the board earlier this year. Melinda will also be presenting the new strategic plan for board approval.
- In August, we'll be hearing presentations from staff on the endowment grant projects that they have been working on for the past year.
- Training topics will begin next month with an overview on Sunshine Laws and how they relate to the library board.

Trustees' Reports – Eads' children are enjoying Reading Buddies.

Committee Reports –

Finance: Henry reviewed the monthly financials, highlighting the revenue received in May included summer reading and technology grant payments and another athlete and entertainer tax payment. In June we have received the final tax payment. Major expenses in May included one staff tuition reimbursement under professional development and some legal fees under professional services. In May and June both programming costs are higher due to summer reading. June's expenses included the annual touch up paint all around the building and a payment to Vario for management team consulting.

Building and Grounds: Molitor reported a customer service staff member, Russell Davis, has taken on some custodial duties. Corrigan has been working on replacing the insulation around the HVAC system, as Riggs noticed it was wearing out during their spring inspection. The proposals for the cupola are due to the Library on the 25th and so far Riggs has resubmitted their proposal and the firm doing the work for city hall's cupola has been by to inspect ours. Once the deadline passes the committee will meet to review the proposals and discuss the upcoming projects.

Personnel: No report.

Development: No report.

Unfinished Business:

- A. Approve FY19 Budget Amendments: Henry reviewed the amendments for the current year, which had been updated since the board packet was sent. They now include the final tax payment, which put the tax revenue received at \$24,000 over the budget, as well as the final June bill payments. Leming made a motion to approve the budget amendments as presented, Eads seconded and the vote

to approve was unanimous by the trustees in attendance, with the newest trustees abstaining.

New Business

- A. Present Staff Endowment Grant Timeline and Process: DeLooze-Klein reviewed the first staff endowment grants, which were awarded in 2018. The projects are being wrapped up this summer and staff will present on them at the August meeting. The applications aligned with the mission, vision and values of the library and the projects included summer meals programs for youth, and a circulating hot tech collection. The next round of grants opens on July 1st and the total award amount is \$33,602 as set by the finance committee in December. The emphasis of this grant round is collaboration between staff members and departments and encouraging more part-time staff to apply for these grants. Staff will align the projects with the strategic plan. Staff will present the applications in September and the board will vote to approve in October. Discussion followed regarding the process, with Meckes voicing concern the trustees will not have a voice in approving specific applications. The process will be discussed further by the development committee.
- B. Lodge Revised Behavior and Conduct Policy: DeLooze-Klein reviewed the changes to the policy, which cleans up the policy and makes it clearer.
- C. Lodge Revised Proctoring Policy: DeLooze-Klein reviewed the changes to the policy which decreases the proctoring fees for both residents and nonresidents, and does not add fees for additional tests on the same date.

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 Eads. A roll call vote was taken with the following trustees voting in favor of going into closed session: Clark, Eads, Lasater, Leming, Meckes, Molitor and Reyes-Jones. 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 8:16 pm and a motion was made by Eads 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, July 17th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations