

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

July 17, 2019

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

Board Attendance: Clark, Eads, Lasater, Leming, McLaughlin, Meckes, Molitor, Price, Reyes-Jones

Board Absent: None

Staff Attendance: Emma DeLooze-Klein, Lisa Henry

Guests: Melinda McAliney, Vario Consulting, Tasha Knight, search firm committee member, Wilson Ono and Charles Wilson, Boy Scouts

## **Call to Order**

The meeting was called to order by Meckes at 5:30 p.m. New trustees were welcomed and the group introduced themselves.

## **Business from the audience –**

Public Comments: None

City Council: None

**Minutes –** Lasater made a motion to approve the minutes of June 19th, Eads seconded and the vote to approve was unanimous. Molitor made a motion to approve the minutes of the Executive Committee meeting of June 11<sup>th</sup>, Lasater seconded and the vote to approve was unanimous by the trustees.

## **Librarian's Report –**

- The Library's newest online service is Kanopy, an on-demand streaming video platform that offers viewers a large collection of award-winning films and documentaries. Patrons have 5 checkouts available per month. The setup is similar to Hoopla where we are given access to an entire catalog of films and are charged per use. Any resident of the City of Kirkwood with a library card can access Kanopy.
- Staff training continues - Courtney, Director of Customer Service and Amanda, Assistant Director of Adult Services, are attending the Crossroads Anti-Racism training on "Understanding and Analyzing Systemic Racism" this week. Shannon, a part-time Teen/IT staff member attended the Diversity Awareness Partnership's annual Diversity Summit at the end of June. These employees will be sharing reports with their departments and in staff committees.
- Library staff are at Hot Dog Days with the City of Kirkwood through the first week of August and Pride in Our Park with the Meacham Park Neighborhood Improvement Association on August 10th. Staff are also continuing to provide crafts and nutrition during the Feed A Reader events this summer.
- DeLooze-Klein then reviewed the Sunshine Law as this month's training topic. Meetings are posted 24 hours in advance, including committee meetings.

DeLooze-Klein or Henry will reserve the meeting room and post the meeting in the lobby and on the website and the minutes are available online. Henry is the official record keeper for the Library and should be cc'd on email communication to ensure there is a record of all communication. Closed meetings are justified for personnel proceedings or evaluations, purchase or lease of property, consultation with counsel regarding pending litigation or consideration of applications for employment or appointment. City clerk Laurie Asche will be providing more training for trustees in the fall.

**Trustees' Reports** – Eads has heard positive feedback about the Feed A Reader program. Clark discussed the need for trustees to err on the side of caution when it comes to going into closed session, better to go into closed session if unsure whether it is warranted or not.

### **Committee Reports –**

**Finance:** Henry reviewed the updated financial reports that showed the history of the FY 19 budget, from the original budget, through three amendments to the final unaudited numbers. Under Revenue, Booksales ended up down as the final booksale was the end of June and the monies won't be deposited until July. Under expenses the MLC still owes the Library for reimbursement for the system administrator's personnel costs throughout the year. Most of the budget amendments were a result of gifts and grants. The reserve budget spent included building expenses, children's programming and the accrued vacation payout for Erwin. The current endowment fund is at 1,490,183 and \$33,861 of the endowment grant has been spent. John Adams is retiring from the city effective August 2<sup>nd</sup> and Henry has worked for years with his replacement, Sandra Stephens. She has been in charge of the city's pension and has done the tax rates for the city of Rock Hill for years. Once John or Sandy has the tax rates finalized the finance committee will meet with them.

**Building and Grounds:** Henry reported the two cupola bids that were received were vastly different, as one was for the renovation of the cupola and one was for patching it. The deadline was extended and the RFP was sent directly to the construction and roofing companies in the area, with only one interested in bidding. Library staff has been in constant contact with them but they have not yet arranged a time to see the cupola. The committee will be discussing next steps soon. The building passed the annual fire department's inspection, and the elevator passed inspection today. The alarms, fire pump and irrigation will all be tested in a couple of weeks. The copper beech that specialists have kept alive for the last ten years, mainly to aid the other copper beech's survival, has now reached the point when it needs to be taken down. The landscaper is looking into possibly doing it over Labor Day. Once we have more information staff will put together a press release and have the information available at all desks and on the website.

**Personnel:** No report.

**Development:** Eads reported the committee will meet in August.

### **Unfinished Business:**

- A. Approve Revised Behavior and Conduct Policy: Lasater made a motion to approve the policy as submitted, Molitor seconded and the vote to approve was unanimous.
- B. Approve Revised Proctoring Policy: Reyes-Jones made a motion to approve the policy as submitted, Molitor seconded and the vote to approve was unanimous.
- C. Approve Search Committee Recommendation: Leming made a motion to approve the signing of the attorneys' amended Bradbury contract as Library Director Search Firm, subject to Bradbury's approval of the amendments, Lasater seconded and the vote to approve was unanimous.

### **New Business**

- A. Lodge Revised Teen Room Policy: DeLooze-Klein reviewed the changes to the policy, which adds the requirement of permission for video game usage for patrons under 17.
- B. Lodge Revised Video Game Collection Policy: DeLooze-Klein reviewed the changes to the policy, which added the collection will cover a diverse representation of characters, subject matter and authors. Discussion followed about staff prioritizing finding diverse materials by utilizing new avenues to order from, the recent materials audits, and the overall need for representation in all materials.
- C. Review Committee Assignments: Finalized committee assignments were passed out.
- D. Meeting Dates 2019-2020: Trustees were given the dates for the year's meetings. Meckes reviewed that trustees will decide ahead of time if they will meet during the holidays and they will also decide ahead of time if the March meeting will work for a quorum, as it falls during Kirkwood's spring break.
- E. Presentation on Board Norms: McAliney reviewed the board norms developed earlier in the year. Lasater made a motion to approve the board norms, Clark seconded and the vote to approve was unanimous by the trustees in attendance.
- F. Presentation on Strategic Plan: McAliney reviewed the process so far and the accomplishments that have been made. Trustees looked over the purpose, vision, mission and core values, and agreed to adjust the value of innovation slightly. Next they reviewed the Big, Hairy Audacious Goal and preferred the addition of reflect "our diverse and vibrant community." Trustees then reviewed the changes and additions staff had made to the key objectives. Some of the changes they recommended included added engage the board in training under Diversity, Equity and Inclusion, and adding revenue to clear plans for future under financials in sustainability. The staff teams had paused to get through summer reading and will re-activate in August. A draft plan will be presented potentially in September and approved in October.

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A motion was made by Lasater and seconded by Eads to adjourn the board meeting at 7:31 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, August 21st at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations