

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

August 21, 2019

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

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

Board Absent: McLaughlin, Molitor

Staff Attendance: Emma DeLooze-Klein, Lisa Henry, Lynn Bosso, Chelsea Bedley,  
Amanda Berberich, Nick O'Neal

Guests: Wallace Ward, City Council

## **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: Ward reported city council held the first tax rate hearing last week, council is looking at three new eateries (Mission Taco and two bakeries) and a bond proposal for street improvements.

**Minutes** – Eads made a motion to approve the minutes of July 17<sup>th</sup> with a change to the spelling of Lasater's name, Lasater seconded and the vote to approve was unanimous by the trustees in attendance.

## **Librarian's Report –**

Strategic objective teams are meeting this month to finalize tactics, activities, and metrics. After review by managers and Melinda, the board will be presented with the final plan at the September or October meeting.

Summer Reading ended on August 11<sup>th</sup>, with 3,351 participants. Kids and teens had large increases in number of participants who read over 100 hours. There were 652 adults participating, and they logged over 1.1 million pages. Feedback about the challenges were very positive. The online logging system Wandoo had an update during the program that led to logging problems, solutions and alternatives for next year are being explored.

Fall programming information was given to trustees, highlights include bilingual storytimes, student art show focusing on diversity, and Community Conversations.

Trustees were invited to participate in the One Author One Kirkwood 2020 committee (first meeting August 28<sup>th</sup> at 3:30). The committee is made up of staff, current and former trustees and community members representing Community for Understanding and Hope book group, the Kirkwood Human Rights Commission and St. Louis Community College.

**Trustees' Reports** –Lasater and her family successfully obtained passports at the Library, Meckes had a friend who had a positive interaction with digital assistance at the Library and Eads downloaded Hoopla.

### **Committee Reports –**

**Finance:** Leming reported on the Finance Committee's recent meeting with Sandra Stephens, the new Finance Director at the city. She reviewed the tax rates and then Leming and DeLooze-Klein attended the hearing at city hall. Assessments this year were high and protests are expected, but the revenue should remain comparable to last year. Henry reviewed the July financials. Revenue included \$5,000 in property taxes, \$2,000 in fines and over \$4,000 in passports. The shop brought in over \$3,000 and almost \$2,000 at the June booksale. Some expenses, such as insurance and utilities, included two months of payments due to bill payment timing. Professional development included diversity training, operational services included annual building inspections and maintenance and repair included some new lighting. Reference included a database annual payment and all of the magazine subscriptions for next year were paid at once. Over \$2,000 of the remaining endowment grant invoices were paid.

**Building and Grounds:** Lasater reported the committee met today and approved Riggs Construction to do the cupola renovation. The funds for the renovation were included in the capital plan budget for this year. The southern copper beech tree will be removed on Sunday, August 25<sup>th</sup> and the Library will be looking at replacement tree options. An annual request by a neighbor to extend the back driveway into the Library's retaining wall was rejected.

**Personnel:** No report.

**Development:** Eads reported the endowment fund is over 1.4 million, and Lois Bliss left the endowment a large sum in her will, with the funds being available in 6 months. Another \$1,250 was donated in her memory as well. The committee will be meeting in a week.

**Search Committee:** Meckes reported the locations for interviews have been finalized and Bradbury will send final schedules out soon.

### **Unfinished Business:**

- A. Approve Revised Teen Room Policy: Eads made a motion to approve the policy as submitted, Lasater seconded and the vote to approve was unanimous by the trustees in attendance.
- B. Approve the Revised Video Game Collection Policy: Lasater made a motion to approve the policy as submitted, Reyes-Jones seconded and the vote to approve was unanimous by the trustees in attendance.

## **New Business**

### **A. Staff Presentations of FY 2019 Staff Endowment Grants:**

- Bosso presented on Early Literacy Enrichment, showcasing the 20 themed book boxes which contain 29 books that are circulating in area schools, as well as the 1,000 Books Before Kindergarten. The programs will continue into next year, with the boxes going to area preschools.
- DeLooze-Klein presented on the Diversify the Collection grant, highlighting the Own Voices catalog tags, promotional items and positive impact on circulation in many categories.
- Bedley presented the Summer Meals program, which provided meals, storytimes and crafts in five easily accessible locations over eleven weeks. At the end of the program families received backpacks with supplies. Staff would like the program to continue next summer and have tweaks in mind.
- Berberich and DeLooze-Klein presented the Accessibility in Adult Library Programs and Collections, which included twelve new large print kits, sensory programming kits, wifi hotspots, and closed captioning at two Library events.
- O'Neal presented the Hot Technology grant, which doubled the hot tech available for patrons and provided such things as playaway launch pads, a record player, and a blu-ray player.

Lasater made a motion to adjourn the regular board meeting at 6:30 pm, which was seconded by Eads and passed by unanimous vote of the Trustees in attendance. The Board then went into closed session pursuant to Section 610.021(1) and (3) of the Missouri Revised Statutes.

The next regular board meeting will be on Wednesday, September 18th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations