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: None.

Minutes – Eads made a motion to approve the minutes of August 21st after removing Molitor from “present”, Molitor seconded and the vote to approve was unanimous by the trustees in attendance.

Librarian’s Report –

DeLooze-Klein welcomed the staff who were there to present their proposed endowment grant projects.

- This process started back in July when the initial grant information was sent to all staff members. Project ideas were discussed in All Staff meetings and staff were encouraged to bring their ideas forward or join a project that interested them. New this year, managers discussed the grants and possible ideas in one-on-one meetings with staff. Brainstorming was also worked into strategic planning committee meetings and in our Staff Team Against Racism committee. This year 11 staff members will present on 11 grant proposals (22 staff have been involved).

- Food for Fines started on Sunday and goes through the 21st. As part of Library Card Sign Up Month, patrons can bring in unexpired canned or boxed food items to pay off Kirkwood Public Library late fees. Each item is worth $1 towards late fees, and we can forgive up to $20.00. This community partnership benefits Nutrition on Weekends (N.O.W.).
DeLooze-Klein will be meeting with Melinda on Friday to review a complete draft of the strategic plan. From there, it will go back to managers and teams for a final review before it is presented to trustees in October.

DeLooze-Klein reviewed the Overdrive eBook and eAudiobook collection, which is developed much like the physical collection, with purchased rights to each title, which is why there are “holds.”

Macmillan has announced a library embargo. Starting November 1st under the publisher’s new digital terms of sale for libraries, “library systems” will be now be allowed to purchase one—e-book during the first eight weeks of publication for each new Macmillan release. Additional copies will then be available after the eight-week window has passed. This will impact patrons, who will see longer waitlists for Macmillan titles.

The MLC Directors have been discussing these implications at monthly meetings, and the Systems Administrator has been keeping track of changes to digital user agreements from major publishers.

Public libraries across the country have been speaking out against this embargo with concerns about providing equitable access to materials to our communities. In response, the American Library Association has launched the “eBooks for All” campaign to oppose Macmillan’s embargo. Trustees can go to ebooksforall.org to sign the petition and learn more as this develops.

Trustees’ Reports – Molitor’s mother is a math tutor and was happy to receive an email that more test prep books would be ordered, after she mentioned there was a need for more.

Committee Reports –

Finance: Clark reported on the Finance Committee’s recent meeting with Keith Slusser (Ficke, Eggemyer and Williamson), the Library auditor. Slusser has spent the last two weeks working on the audit and was at the Library today for the field work. During the day he observed and talked with staff, spot checked and tested controls such as invoices, credit card statements and payrolls. He will have an audit letter and draft audit to send to the finance committee in a week or so and once approved by the finance committee the draft will be presented to the full board in October, for approval in November. Henry reviewed the highlights of the August financials. The shop and passports continue to perform above expectations, payroll was high as it was a three pay period month, the telephone line item includes MOREnet, which covers internet. Operations included tree injections for the remaining copper beech tree and quarterly maintenance on the HVAC by Corrigan. Under capital expenses down payments were made for the new phone system, cupola repair, and a new table for the teen room.

Building and Grounds: Molitor reported she was at the tree removal and fielded some questions from passerby. The cupola will be removed on October first and there will be a large crane in front of the library early in the morning. Teen room is getting new
Kirkwood Public Library Board of Trustees
September 18, 2019

endcaps and a table to match the bench and youth services will be getting some more pull-out storage drawers for beginning readers. Molitor made a motion to approve the committee minutes, Meckes seconded and they were unanimous in approval.

Personnel: No report.

Development: Eads reported the committee met to review the annual appeal process. They approved the letter and donor card. The letter was similar to last year, with a quote added and updates on what the money goes towards. Trustees had expressed interest in being able to add personal notes to the letters, however the printing and mailing of the letters is done by a printing company. The committee asked staff to prepare the list of 5000 and send it electronically to the trustees. Trustees will then look for names they recognize and provide a maximum of five names. Staff will print those letters in-house and trustees will be able to sign personal notes for those they have picked. The endowment fund is over 1.48 million. Meckes made a motion to approve the committee minutes, Price seconded and the vote to approve was unanimous by committee members.

Search Committee: Meckes reported the job posting is open through October.

Unfinished Business:

A. None.

New Business

A. Lodge 2020 Holiday/Closing Calendar – DeLooze-Klein reviewed the calendar, with no changes other than updating of dates.

B. Staff Presentations of FY 2020 Staff Endowment Grants:
   • Johanningmeier presented on Think-Make-Do Kits, which would provide 6 kits to circulate, covering such topics as baking, fossils and gardening. The kits would include books as well as supplies to actually make something.
   • Patel and Drinkard presented on the KPL Podcast, asking for funds for a new computer, microphone, advertising and author honorarium, as they would like to have more in-depth interviews with regional authors.
   • Wibbenmeyer discussed Oral Histories of Our Kirkwood Community, which would include 4 oral history kits (2 to circulate). Patrons can conduct interviews and then receive a CD copy and the interviews will be added to the Library’s digital archives. Wibbenmeyer expects this to be well received with her homebound patrons especially.
   • DeLooze-Klein presented on Diversity: Embrace it, Share It, Celebrate It Student Art Show, which will be expanded this year to include 6th-10th grade students. The Library will partner with the Human Rights
Commission as well as area school libraries to promote the event and art supplies will be available in the Teen Room, along with art kits that can be checked out. The art will be displayed in the Library for two months, and then will be scanned into the digital archives.

- Flesch presented the Book Caboose Supplement, which would provide diverse books for the caboose which is housed at the pool in the summer and at the Recreation Center the rest of the year. Diverse books are not being weeded from the collection currently and the weeded materials are what make up the books provided at the caboose.

- Bedley and Johaningmeier requested funding for the continuation of the Feed a Reader Summer Meals program. Their partners are willing to continue supporting the program, which provides prepackaged meals, a storytime, books and crafts to community kids who qualify for their school’s free and reduced lunch service.

- O’Neal discussed the continuation of Hot Technology, expanding the collection to include two more projectors and screens (including a pocket sized one), an external disc drive, VR technology, a sleep aid, camera stabilization and video recording equipment. Funds will also include cases, warranties and adapters.

- Bedley presented on Pop Up Library Outreach. The funds would provide a tent, table, collapsible shelving, two reading chairs and a hotspot to make the most of library experiences outside the walls of the Library. Two dedicated staff members would also be needed.

- O’Bright discussed the Nonprofit Organization Toolkit, which would add tools specifically for nonprofits such as portable document printers and scanners, credit card swipe, marker easel and conference tent. Nonprofit library card holders would also receive discounts on printing, including use of the large format and 3D printers.

- Bedley and Berberich discussed Innovative Outreach: Promoting KPL in the Community. Funds would help develop new marketing strategies, including bus shelter ads, radio spots, Chamber of Commerce ads and extra advertising for One Author, One Kirkwood. The bulk of the money would cover the radio ads ($3,000) and bus shelters ($2,800).

- Bosso presented on Audio-Assisted Reading Collection for Developing Readers. The funds would cover the purchase of Wonderbooks, a collection of audio-assisted books for emerging and developing readers, in picture book and chapter book formats. The books have built in audio, speaker and phone jack and can be used in read-along or learning mode.

Trustees then discussed the process and procedures of the grant, including what the next steps should be. Trustees should review their notes and come next month with ideas of which grant requests to fully or partially fund, as well as suggestions for improving the process. Concerns discussed included the need for a fully developed policy, the possible need eventually for a group to manage the process, the possibility of over-extending staff and at what point do the programs become part of the operations budget rather than depending on grant funding.
Eads made a motion to adjourn the regular board meeting at 7:35 pm, which was seconded by Price and passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, October 16th at 5:30 pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations