

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

October 16, 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: Keith Slusser, *Ficke, Eggemeyer and Williamson*, Laurie Asche, Kirkwood City Clerk, Melinda McAliney, *Vario Philanthropy*

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 – Leming made a motion to approve the minutes of September 18th, Eads seconded and the vote to approve was unanimous by the trustees who were in attendance.

Librarian's Report –

DeLooze-Klein reported:

- Coming up this Friday and Saturday is the Volunteer Book Sale. Books, CDs, DVDs, audiobooks, and vintage books will be available for purchase. The hours are 5:15-8 on Friday and 10-3 on Saturday.
- Friday November 1st is "First Friday Coffee" with the Kirkwood-Des Peres Chamber of Commerce. Each month a different member of the Chamber hosts the "First Friday Coffee," which provides a light breakfast and networking opportunities for area business people. The Library will host November's event as an opportunity to share more about the resources available to our business community, and trustees are invited to attend. The event starts at 7 am and wraps by 9am.
- The Human Rights Commission Student Art Show Opening of "Diversity: Embrace It, Share It, Celebrate It" will be held on Sunday, November 3rd. All students who submitted artwork and the public are invited to attend. The mayor will be welcoming everyone and sharing a few words, and we will draw winners for the art supply gift certificates.

- Last month we discussed the Macmillan eBook embargo. Since then, talking points have been shared with managers, who will be reviewing them with their departments in an effort to answer any questions from the public.

DeLooze-Klein has written a letter to the editor for the Webster Kirkwood Times that gives an overview of what is happening and encourages people to sign the petition. Tom Cooper of Webster Groves and Jen Conroy of Rock Hill have agreed to co-sign and other MLC directors have asked to use it in their local papers. Additionally, they will be writing an MLC-wide letter to share with the Post Dispatch. KPL continues getting the word out to the public through our eNewsletter and social media.

St. Louis County Library will be purchasing Macmillan titles 7 weeks after publication and then fill their holds list when more copies become available at week 8. Since we don't have as large a service population, we might not have as much of a problem as SLCL. The Directors will continue to discuss and monitor this situation. Macmillan titles comprise 2% of the titles (not duplicate copies) in our OverDrive collection. While the overall impact may of this embargo may seem minimal in its current form, the danger is that Macmillan makes up one of the "Big Five" publishers and that others may follow. Trustees are encouraged to sign the petition and to share it on social media.

Trustees' Reports –

Eads reported a member of the Community for Understanding and Hope praised Emma for being so supportive of their group.

Committee Reports –

Finance: Leming reported on the Finance Committee's recent meeting with Keith Slusser (*Ficke, Eggemyer and Williamson*), the Library auditor. The committee has asked for the unassigned reserve line items to match the assigned line items the committee approved last year so Slusser will be making those changes. Henry reviewed the September financials. Revenue received in September included back property taxes, a mini technology grant and the Edward Chase Garvey grant for One Author programming. Expenses included water removal under Maintenance and Repair for the flooded meeting room, attorney and strategic plan costs under Professional Services, computer costs included mobile hotspot renewals and the September debt service payment was made. Currently 30% of the year's expense budget has been spent and trustees will receive the first quarter financials next month.

Building and Grounds: Molitor reported the cupola came down and is being worked on, will hopefully be back in a couple of weeks, before the weather turns. Riggs did the fall inspection the beginning of the week and the results will be shared with the committee when received. The landscaper has decorated the exterior for fall.

Personnel: Lasater reported the board will not be meeting to do a midyear director evaluation, and will proceed next year when the director's position is officially filled.

Development: Eads reported the appeal letters were mailed Monday, and trustees have 5 letters each to personalize and then those will be mailed Thursday. The email blast will also go out Thursday. The endowment fund is at 1.49 million.

Search Committee: Meckes reported the application process closes on Sunday.

Unfinished Business:

- A. Approve 2020 Holiday/Closing Calendar: Eads made a motion to approve the calendar, Lasater seconded and the vote to approve was unanimous.
- B. Approve FY 2020 Staff Endowment Grants: DeLooze-Klein presented funding alternatives for the \$3,000 that was requested over the budgeted amount for the grants, including some funding out of advertising, programming, technology and furniture. The board will discuss the grant process next month. Eads reviewed each grant individually and discussion followed about the specifics of the proposed advertising venues. Eads made a motion to approve the FY 20 staff endowment grant requests for the original amount, Clark seconded and the vote to approve was unanimous.

New Business

- A. Lodge 2019 Audit: Keith Slusser reviewed the FY 19 audit. The audit was unmodified, clean audit. The only comment was in regards to unsecured funds in a CD account. Slusser reviewed his internal control testing and findings that there were no departures from the standards. The finance committee has asked for a few changes and he will make those tomorrow.
- B. Review of Missouri Sunshine Law with City Clerk: Asche provided handouts regarding the sunshine law and stressed the importance of remembering that email discussions of library business may be requested under the law. If there is not a quorum a meeting must be cancelled and if we know ahead of time please forward the information to the city and they will post the cancellation.
- C. Lodge 2020 Strategic Plan: Melinda McAliney reviewed the strategic plan progress so far. Trustees verified the purpose, vision, mission and core values were correct. Trustees then reviewed the individual key objectives and their corresponding tactics, activities, and metrics. Objective 1 Community Engagement will look at ways to deepen relationships with patrons and the broader community. Objective 2 Diversity, Equity and Inclusion will allow staff to actively seek to engage diverse voices and calls for board activities and metrics.

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Objective 3 Life Span Engagement will develop services that engage across generations and will grow with our patrons. Objective 4 Technology will seek out ways to use and integrate technology into all levels of library operations. It refrained from getting too specific to avoid costly activities that can't be followed through with. Objective 5 Sustainability will ensure the Library is sustainable. This objective is divided into three smaller committees who will look specifically at the building, the finances and personnel and will have opportunities for board interaction. McAliney reviewed the next steps – the plan will be finalized this month and the dashboard and a strategy screen will be developed. The plan will be presented to the board for approval in November and to staff for engagement in December. The plan will then be launched January 1st. Discussion followed about the dashboard, with trustees agreeing they liked the current dashboard and would like to see a paragraph or two about each objective. Color-coding the objectives was discussed. Trustees then talked about their role going forward, with possibilities including acting as liaisons at objective committee meetings.

Trustees discussed upcoming meetings and it was agreed they will meet in November and not in December.

Lasater made a motion to adjourn the regular board meeting at 7:15 pm, which was seconded by Eads and passed by unanimous vote of the Trustees.

The next regular board meeting will be on Wednesday, November 20th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations