

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

November 20, 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, Nick O'Neal, Lisa Henry

Guests: Melinda McAliney, *Vario Philanthropy*, Boy Scout Tim Kilcoyne, Paula Kilcoyne, City Council Liaison Wallace Ward

Call to Order

The meeting was called to order by Meckes at 5:30 p.m.

Business from the audience –

Public Comments: Ward announced he is putting together a summit in February of not for profits in the Kirkwood school district area to share their missions and coordinate efforts and would like board members to participate. Eads volunteered.

City Council: Ward reported that a report will be given to city council on December 12th regarding zoning/infill housing/downtown business district issues. Council had a tour of the performing arts center, which is still on track to open in mid-May. Council will also be addressing street repairs.

Minutes – Lasater made a motion to approve the minutes of October 16th, Eads seconded and the vote to approve was unanimous by the trustees who were in attendance.

Librarian's Report –

DeLooze-Klein reported:

- Staff annual in-service day was held last Monday, November 11th. This day provided staff with an opportunity to come together to reflect on the work we've done over the past year and discuss the vision for the library with the new strategic plan. Because there have been personnel changes in a variety of departments, we centered this year's activities on team-building and interdepartmental collaboration. To facilitate the implementation of our new strategic plan, staff were asked to make personal commitments to contribute to a strong team and contribute to their strategic planning committees. A sample of staff commitments includes "practice patience and empathy every day," "be open to people who have different ideas," and "make sure services and programming is inclusive to all."

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- On Saturday, the Library will participate in the Downtown Kirkwood Holiday Walk with Winter Reading Kickoff Day. Festivities at the Library include a hot chocolate bar, the Kirkwood Children's Chorale, a performance of the Nutcracker, crafts, and the Children's sale from Books & Beyond Volunteers.
- In mid-December, the Youth Services librarians have planned a "Chill Out Week" in the Teen Room leading up to finals week. Crafts, meditation, therapy dogs, and more relaxing programs will be happening throughout the week of December 16th.
- Program planning for 2020 for all ages is well underway. It's going to be a big year for civic programming with the upcoming Municipal election, the Census, and the Presidential election. Partnerships with the City of Kirkwood, the League of Women Voters, Keep Kirkwood Green, and Kirkwood School District are underway to provide Candidate Forums, programming, and information to the public.
- Macmillan has moved forward with their embargo. We have continued to spread information in the last newsletter and on Twitter (which was retweeted by Alan Inouye--the senior director of Public Policy and Government Relations for the American Library Association). OverDrive is helping with patron awareness—there is a note that appears with new Macmillan titles letting patron know about the publisher restrictions.
- Henry reviewed highlights from the collection for the holidays, reporting on the sections that saw improvement (romantic fiction, science fiction, nonfiction, Overdrive) and the most circulating sections (DVDs, children's picture books and beginner books, Overdrive, adult nonfiction).

Trustees' Reports –

Eads reported she attended the Chamber breakfast at the Library, where staff made presentations and Chamber members were excited by all of the opportunities at the Library.

Committee Reports –

Finance: Leming reviewed the audit timeline – it was completed and reviewed by the finance committee in October and sent to the full board. The finance committee asked for an updated version that more clearly broke out the reserve funds into the assigned line items that the finance committee had chosen. The updated audit was sent to and approved by the finance committee and then sent on to the full board, to be approved tonight. Reyes-Jones made a motion to approve the committee minutes from October, Clark seconded and the vote to approve was unanimous by the committee. Henry reviewed the year to date financials, pointing out the bulk of the tax revenue will start to arrive next month.

Building and Grounds: Molitor reported the fall inspection showed that this process of two inspections a year is working well and we are catching things before they turn into problems. Most of the recommendations have already been taken care of or are being taken care of this week. For example, we have gone to two carpet cleanings a year instead of just one, the recommended grounds work has been completed and the caulking of windows has been finished. The big projects that the committee will be looking at include the parking lot and sidewalks, the sump pump piping, the railings, which are already in the budget, and a possible generator.

The cupola will be returned on Monday morning and the landscaper is putting up the winter decor this week in time for Winter Reading Kickoff on Saturday.

Personnel: No report.

Development: Eads reported the endowment fund has reached 1.5 million and the annual appeal has brought in 160 donors totaling \$11,832 through November 18th.

Search Committee: Meckes reported the interviews will be December 4th in the meeting room, beginning at 3:30.

Unfinished Business:

- A. Approve FY 19 Audit: Lasater made a motion to approve the audit, Clark seconded and the vote to approve was unanimous.
- B. Approve the 2020 Strategic Plan: Eads made a motion to approve the plan, Leming seconded and the vote to approve was unanimous.

New Business

Staff Endowment Grant Process: DeLooze-Klein reported the first full year of the Staff Endowment Grant process was finished and moved into the second round of grants with the applications this fall. Notes and feedback from board and staff have led to the following discussion points that will be addressed with the Development Committee:

- Next steps include the creation of policy and procedure for the Staff Endowment Grant process
- OK to have projects return each year. Idea was raised about splitting endowment funding between existing and new projects.
- There were also questions that were raised:
 - How many grants do trustees listen to?
 - What happens with discrepancies between the total award and requested amounts?

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- Priority to new staff applications?

In conversations with staff, the most common feedback had to do with the timing of applications and grant deadlines. This process needs to be looked at holistically by the Library Director, who should consider budget, current and future grant opportunities, staffing demands and prioritize collaboration.

Trustees are invited to offer impressions, questions, and suggestions to help guide the Development Committee in discussions for the creation of the policies and procedures to be used with the 2021 applications. Discussion followed and trustees agreed the reports should be kept in the Library Report and were interested in staggering presentations of final reports throughout the year as projects are completed. A committee (most likely the Development committee) could oversee the application process. Two application times a year was suggested. Other discussion included diversity in staff making requests, sustainability of projects and flexibility in awards. The finance committee will continue to make the recommendation of the amount for the year after the December 31st fund statement.

Clark made a motion to adjourn the regular board meeting at 6:15 pm, which was seconded by Lasater and passed by unanimous vote of the Trustees.

The next regular board meeting will be on Wednesday, January 15th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 E Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations