

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

February 19, 2020

Meeting Room, Kirkwood Public Library, 140 E Jefferson Ave

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

Board Absent: Clark

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Rachel Johannigmeier

Guests: 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: None

City Council: Ward reported Rick Duplissie, the new director of the performing arts center, has started work and will be leading tours of the facility.

Minutes –

Lasater made a motion to approve the minutes of January 15th, Molitor seconded and the vote to approve was unanimous by the trustees who were in attendance.

Librarian's Report –

Van Herreweghe reported:

- She has been out in the community, attending meetings such as Kiwanis, Rotary, the city's department heads, and has a meeting coming up with the school district.
- She will be attending St. Louis Regional Library Network's conference in March to make a presentation.
- Legislative Day in Jefferson City is March 11th and trustees are invited to attend with Van Herreweghe.
- She will be attending the State Library's New Director Boot Camp in April and has applied for a grant to cover the costs.
- At the MLC director's February meeting a shared summer reading prize was discussed, and Ferguson has used a pin of their library that could be individualized. Maplewood has two full time positions open, including the director.
- The Library Volunteer Appreciation event is coming up and trustees will all be invited.
- The Library just filled one customer service position and has two more open. Reference also has two new job openings, Homebound Coordinator (Katie

Wibbenmeyer) and Director of Adult and Community Services (Emma DeLooze-Klein).

Trustees' Reports –

McLaughlin reported she was asked about the library potentially using the RFID system, which tags all library materials and is used for inventory control and anti-theft measure. The system is costly and would require other MLC libraries' support.

Committee Reports –

Finance: Leming reported the budget amendments being lodged add \$11,862 to the revenue budget in funds received in interest, state aid and passports. Expenses being amended include Maintenance due to HVAC issues, Adult Books, Professional Services due to library director search firm and the Bookshop, to cover the costs of the popular hats and gloves. Henry reported on January's financials – book sales shows a negative as money was kept back for the upcoming book sale, January was a three pay period month so personnel costs are higher, ice and snow removal and HVAC issues made Operational Expenses and Maintenance high. IT staff purchased new YS computers and the annual Polaris payment was made. Year to date 90% of tax revenue has been received. Expenses on the high side include Adult Books and Professional Services and overall 59% of the budget has been spent.

Building and Grounds: Molitor reported the committee had just met to look over the updated building plan, review the new signage that will be coming soon, and discuss the upcoming sustainability projects. Those projects include a new bike rack and bike repair station on an updated concrete pad, a bottle filling water fountain and new hand dryers in three of the restrooms.

Personnel: No report.

Development: Eads reported the Library received \$10,000 from Lois Bliss' trust and the endowment balance was \$1,546,426 as of 1/31.

Unfinished Business:

- A. Approve Revised Library Card Policy: Lasater made a motion to approve the revised library card policy, Leming seconded and the vote to approve was unanimous by the trustees in attendance.

New Business

- A. Lodge Revised Building Plan: Van Herreweghe reviewed the changes, which include removing positions that no longer exist and taking out procedures.
- B. Lodge Think Make Do Kit Policy: Johannigmeier reviewed the policy, which covers the new kits purchased with endowment grant funding. The policy mirrors the Hot Technology Circulating policy, adding a \$2 fine for unclean returned

Kirkwood Public Library Board of Trustees
February 19, 2020

items and a \$10 fee for a device rendered unusable. Patrons must have less than \$10 in fines on their account, a parent or guardian must sign for patrons under 18 and items may be placed on hold. The kits will check out for 3 weeks.

- C. Lodge Budget Amendments: Henry reviewed the amendments, which add to revenue the excess monies that have come in so far and increase line items such as adult books, professional services and maintenance and repair.
- D. March Meeting: the majority of trustees will be available in March, despite it being spring break. If anything changes trustees were asked to let Meckes know by next week.

Eads made a motion to adjourn the regular board meeting at 5:50 pm, which was seconded by Leming and passed by unanimous vote of the Trustees.

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

Respectfully submitted by Lisa Henry, Director of Operations