

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

April 15, 2020
Zoom Virtual Meeting

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

Board Absent: Clark

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Rachel Johannigmeier, Bill
O'Bright

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 that city council is holding a work session on Thursday to work on the budget.

Minutes –

Eads made a motion to approve the minutes of February 19th, Lasater seconded and the vote to approve was unanimous by the trustees who were in attendance.

Librarian's Report –

Van Herreweghe reported:

- Staff continue to work from home and are keeping the online presence going. The Mystery book club meet over Zoom, the first of the book clubs to do so. Work continues on the building, including new flooring and painting inside and out. Reference staff created a Community at Home collection to document experiences during the quarantine. The One Author program has been rescheduled for October. Dial A Story was featured on KSDK, and over one hundred people called in immediately after.
- Work continues on the budget and it will be lodged in May, voted on in June.
- The endowment grants are mainly on pause now, except for the podcasts which are continuing, so staff would like to extend the time frames and not work on new grant ideas now.

Trustees' Reports – Reyes-Jones and Eads discussed the great work the staff is doing online, particularly the storytimes.

Committee Reports –

Finance: Leming reported that even though the library is closed the bills are still coming. The library continues to process invoices, receive payments and prepare the budget. Tonight the board will approve the budget amendments that were reviewed in February. Once the personnel committee approves the personnel budget the finance committee will review the full budget for fiscal year 2021 and lodge it with the full board in May. Henry reported the March utilities/service line items were high as two months' worth of bills were paid for basic utilities and deep cleaning the restrooms. Reference costs were higher than usual as annual payments for databases were made. Year to date 92% of the budgeted tax revenue has been received so currently 91% of total revenue has been received. As of mid-April, 75% of the total expense budget has been spent.

Building and Grounds: Molitor reported the main floor will look very different when we re-open - the flooring is being replaced and they should be finished this week. The painters have painted the outside railing, it is now black, and they continue the annual touch up painting all over the library. The lights on the main floor in the lobby and magazine area have been replaced with LED lights. The concrete has been poured for the new bike repair area and we are waiting for the station to be delivered to have that installed. The hand dryers have been installed in the restrooms. The signage has been officially ordered and should be in mid-May. A new compressor for the HVAC system was ordered and installed. The exterminator completed the spring spray. Molitor made a motion to approve the committee minutes, Lasater seconded and the vote to approve was unanimous by committee members.

Personnel: No report.

Development: Eads reported the endowment fund is currently at \$1,339,694. The appeal has brought in \$21,170 so far, so 85% of its goal. Donations are still coming in.

Unfinished Business:

- A. Approve Revised Building Plan: Reyes-Jones made a motion to approve the revised library card policy, Eads seconded and the vote to approve was unanimous by the trustees in attendance.
- B. Approve Think Make Do Kit Policy: Lasater made a motion to approve the policy, Reyes-Jones seconded and the vote to approve was unanimous by the trustees in attendance.
- C. Approve Budget Amendments: Eads made a motion to approve the amendments, Reyes-Jones seconded and the vote to approve was unanimous by the trustees in attendance.

New Business

Kirkwood Public Library Board of Trustees
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- A. Appoint Nominating Committee: Meckes and Leming and potentially one other trustee will prepare the slate of officers.

Eads made a motion to adjourn the regular board meeting at 5:49 pm, which was seconded by Lasater and passed by unanimous vote of the Trustees.

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

Respectfully submitted by Lisa Henry, Director of Operations