

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

July 15, 2020
Zoom Virtual Meeting

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

Board Absent: None

Staff Attendance: Christa Van Herreweghe, Lisa Henry

Guests: City Council Liaison Wallace Ward

Call to Order

The meeting was called to order by Meckes at 5:31 p.m.

Business from the audience –

Public Comments: None

City Council: Wallace reported city council is pursuing revenue sources and trying to anticipate what will be needed to get back to normal.

Minutes –

Lasater made a motion to approve the minutes of June 17th, Eads seconded and the vote to approve passed by the trustees who were in attendance.

Librarian's Report –

Van Herreweghe reported:

- The MLC received an extra \$5,000 grant for Overdrive, whose numbers continue to climb. June 20 saw a 42% increase in checkouts from June 2019 (from 9988 to 14150) and holds increased by 87.5% in that same period (from 4000 holds to 7500). A second copy is purchased when holds for a specific title reach 6.
- Tax forms have continued to be picked up at the Library. Additional services that have been added include ILL, large format printing, access to research materials. Staff have been testing checking out special equipment such as the telescope, and 3D Printing is almost ready to start back.
- We received 4,000 masks from St. Louis County to distribute to patrons and will be getting another 4,000.
- Statewide libraries are looking at closing again as cases rise and the MLC have been having lively discussions.
- Webster Groves has joined Kirkwood as the only other library with Sunday hours now.

- Thank you to Leming for his service to the board and the Library, he will be missed.

Trustees' Reports –

Meckes has been impressed with the KPL podcast, particularly the recent interview with Mary Kay Andrews, stating how high quality and professional the podcasts are. She also enjoyed the interview with Price. Meckes also mentioned Julie Hammond's recent Instagram performance, in full skull makeup, and has been using CreativeBug, a great service that is not too advanced.

President's Report-

Meckes reviewed the new agenda item of a President's Report, which will give the President a space to discuss items of interest that are not board action items. She thanked Leming for his service to the Library and the board. Meckes then reviewed a new ad hoc committee she would like to begin to review board operations and look at best practices. Trustees were encouraged to get back to Meckes by next week about serving on the committee.

Committee Reports –

Finance: Leming reported staff is preparing for the audit and Reyes-Jones is set up at Enterprise Bank to take over treasurer duties. Henry reported June's revenue included the final property tax payment, a little bit of interest, the summer reading grant payment and the grant for Overdrive. Personnel expenses for June were lower than usual as we received reimbursement from the MLC for the system administrator personnel costs. We also received reimbursement for a cancelled newspaper under Subscriptions. Costs were higher for janitorial supplies as virus-related items were purchased, Biblioboard and MarketVolt were paid for, summer reading prizes came in and some shop items that had been ordered long ago but recently made it here were paid for.

For the fiscal year interest was down, some outstanding grant money has not yet been received and one more annual appeal payment for \$25 came in this month. Under personnel costs salaries were down due to the director turnover, the director of adult services position not being filled and no seasonal help this summer. The anticipated budget for eMedia was exceeded, mainly due to Hoopla's use being higher in May and June. Advertising was also lower than anticipated due to having no programs to promote. Under Capital Expenses many of the outstanding building projects were completed, utilizing \$175,000 of the reserves.

Building and Grounds: Molitor reported the library passed their elevator inspection last week and the rest of the building inspections will be next Tuesday. The signs are almost all done, waiting on one more sign in the kids' department and for the pictures that will make up the feature wall display. Riggs has been talking with a landscape architect about the area outside and working on putting together proposals.

Personnel: None.

Development: Eads reported the endowment fund is currently at \$1,490,112. The fund reimbursed the library for the grant and the library sent the fund the donations that had been received throughout the year. The endowment checking account is currently at \$1800.

Unfinished Business:

None.

New Business

- A. Lodge Code of Ethics – the ethics code is passed every two years and will be passed next month when the board is full.
- B. Review Committee Assignments – the assignments are not complete, as a new trustee needs to be added and several committees need a third person. For now the committees are as follows:
 - Finance-
Reyes-Jones (chair)
McLaughlin (tentative)
 - Personnel-
Clark (chair)
Lasater
Eads
 - Development-
Price (chair)
Lasater
 - Building and Grounds-
Molitor (chair)
McLaughlin
 - Board Operations
TBD
- C. Review Meeting Dates- trustees were given the list of meeting dates. March has historically fallen the same week as Kirkwood School District's spring break, but does not this year. However, the meeting is on St. Patrick's Day.

At 6:00 pm McLaughlin made a motion to go into closed session pursuant to Section 610.021(13) of the Missouri Revised Statutes to conduct the Director's mid-year performance evaluation, which was seconded by Eads. A roll call vote was taken with the following trustees voting in favor of going into closed session: Eads, Leming, Lassiter, McLaughlin, Meckes, Price, Reid, Reyes-Jones. The following trustees voted

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against going into closed session: None. The Board then went into closed session pursuant to Section 610.021(13) of the Missouri Revised Statutes.

The Board emerged from closed session and a motion was made by Lasater and seconded by Eads to adjourn the regular board meeting at 6:22 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, August 19th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 East Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations