

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

August 19, 2020
Zoom Virtual Meeting

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

Board Absent: Meckes

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Mel Lambert

Guests: City Council Liaison Wallace Ward

Call to Order

The meeting was called to order by Lasater at 5:32 p.m. Lasater welcomed new trustee Patti Smith and new Director of Adult and Community Services Mel Lambert. Trustees and staff then introduced themselves.

Business from the audience –

Public Comments: None

City Council: Wallace reported tomorrow night city council will hold the tax rate hearing and invited trustees to attend.

Minutes –

Eads made a motion to approve the minutes of July 15th, Price seconded and the vote to approve passed by the trustees who were in attendance, with Smith abstaining.

Librarian's Report –

Van Herreweghe reported:

- She attended a meeting with Senator Blunt's office – librarians throughout the state talked to his aid about the Library Stabilization Fund act, which is still in committee but has great potential to provide funding for a variety of things, including staff time (which is unusual), COVID-19 response, high speed internet access. Overall Blunt is very supportive of libraries. Van Herreweghe talked specifically about services we could provide for small businesses and job seekers, utilizing talking points that Lambert helped prepare based on her experience at St. Louis County Library.
- She attended a meeting with area librarians and since then St. Louis County has laid off 122 part time employees.
- MLC – everyone is closed again, KPL is back to being the only place with Sunday hours, as Webster Groves has stopped their Sundays. The MLC system administrator and Van Herreweghe are trying to finalize the MLC Polaris renewal,

and are having to start over with a new rep as the one they have been working with no longer works there.

- Computer appointments are going well, there were a few more calls after St. Louis county closed but we are staying within limits and not turning people away.
- The Library has received the Edward Chase Garvey grant again, for \$8,500, to help fund One Author One Kirkwood in 2021. Amanda Berberich, the Assistant Director of Adult and Community Services, was instrumental in the writing of the grant.
- An application has been submitted for a grant through Department of Economic Development for “telehealth and higher ed” - have not heard back yet.
- The KPL Podcast is now “available everywhere” – upgraded from the free podcast.com with staff endowment grant money, available due to guests not accepting payment for their appearances. This week featured Kevin Kwan from Crazy Rich Asians fame and Secretary of State Jay Ashcroft. Ryan and Jigisha are doing a great job increasing their audience and this new service will help a lot. A recent author was familiar with the podcast and thrilled to be invited to participate.
- A staff member is planning to provide notary service for the election.
- Virtual programs continue to do well. Last weekend Berberich’s “The Hill and the Ville” program had 150 live viewers.
- School begins this week for private schools and next week for public and YS staff is working with the schools to provide all students with library cards, to provide reading lists and hopefully class “visits.”
- Van Herreweghe and Henry met with the very helpful and supportive city finance team at city hall and then later with the board finance committee to review the tax process, and all were comfortable with the rates. Staff will keep an eye on the budget.
- Van Herreweghe and Price brainstormed ideas to help promote civics and staff will be working to update the website, provide book lists and links to online exhibits, voter registration status links, the census, etc.
- Lambert is setting up programs focusing on helping small businesses and job seekers with the expectation there will be an even greater need for these services now.
- Circulation – last month we talked about how our expanded e-offerings aren’t making up for “in person” circs but all are rising. For the month of July it was 35% and for August so far it is 40%. KPL circulation for August is 45% higher than the next closest in circulation library.
- Summer reading prize pickup has been added to curbside and staff are handling it all well. Summer reading is continuing through the end of the month. Trustees were encouraged to add their pages read to summer reading logs to help get numbers up.

Trustees’ Reports – McLaughlin and Eads both praised the ease of curbside (easy, smooth and safe), along with prize pickup for kids and the online programming that Eads’ children have been participating in.

President's Report –

Meckes sends apologies that she could not be at tonight's meeting.

Committee Reports –

Finance: Reyes-Jones reported the committee met last week with Sandy Stephens, the finance director of Kirkwood, and Keith Slusser, the auditor, who reviewed the audit process which will be less on-site time this year. Smith made a motion to approve the committee minutes, Reyes-Jones seconded and the vote to approve was unanimous. Henry reviewed the financials, pointing out that July revenue included property taxes, interest, a few donations, shop purchases and money from Thrift Books. July was a three pay period month, causing higher than normal personnel costs. A significant amount was spent on audio, due to Overdrive and Hoopla use being higher than normal. Under 510 Subscriptions and Memberships the annual payment for all of the library magazines was made. Reserve expenses included 3D printer parts, streaming equipment, the final payment for signage and the moving of some air ducts to better control the heat in the children's room. Discussion followed about the Kellogg's Feeding Reading program and the information will be sent to YS staff to investigate.

Building and Grounds: Molitor reported the building inspections were finished in July and nothing needed repairing or replacing. The library was out of power for several hours during one of the recent storms and had to close for the night. There were also some minor water issues on the lower level and at the Taylor door, the upcoming concrete work should rectify.

Personnel: Clark reported that last month Van Herreweghe's midyear evaluation went smoothly.

Development: Price reported the endowment fund is currently at \$1,544,278 and is almost back to where it was in January.

Unfinished Business:

- A. Review Committee Assignments – the finished list of assignments was provided. Clark, Molitor and McLaughlin will make up the board operations committee. Smith will be on the finance and development committee.
- B. Approve Code of Ethics – Clark made a motion to approve the code of ethics, Eads seconded and the vote to approve was unanimous by the trustees in attendance.

New Business

- A. Lodge Revised Employee Policies – Van Herreweghe reviewed the changes to the policy, which creates a Civic Leave policy and provides paid time off for any employee for civic obligations such as jury duty, voting or acting as a witness.

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Eads made a motion to adjourn the regular board meeting at 6:13 pm, which was seconded by Reyes-Jones and passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, September 16th at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 East Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations