

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

September 16, 2020  
**Zoom Virtual Meeting**

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

Board Absent: None

Staff Attendance: Christa Van Herreweghe, Lisa Henry

Guests: None

## **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: None

## **Minutes –**

Eads made a motion to approve the minutes of August 19<sup>th</sup>, Lasater seconded and the vote to approve passed by the trustees, with Meckes abstaining.

## **Librarian's Report –**

Van Herreweghe reported:

- While fewer people participated in Summer Reading this year there were a higher percentage of “finishers” – kids who read more than 100 hours. The program was extended to 15 weeks. The staff team DID make their page goals.
- A patron today refused to wear their mask while at the computers and was asked to leave.
- A notary will be available for ballots and the League of Women Voters will be at the library on Saturday the 26<sup>th</sup>.
- Circulation continues to improve – for August the total circulation was 46% of last August's and in September so far our in-house circulation is 57% of last September's. In August we did 32% more in-house circulation than the next-highest MLC library.
- The Library will be starting VHS-DVD conversion back up.

**Trustees' Reports** – Meckes mentioned the recent podcast which featured Price providing information for voters. Lasater's son enjoyed his teen no-screen kit, which included a handwritten note from a teen librarian. Eads suggested the Tillman PTO check out the Library's website for virtual programming ideas.

**President's Report** – None

**Committee Reports** –

Finance: Reyes-Jones reported the information has been sent to the auditor and he will begin work on it next week. The first of two debt service payments will be wired to UMB this month. The financials in the packet reflected August's receipt of several donations - \$520 for last year's appeal and \$275 in general donations. Other revenue included almost \$5000 in property taxes, interest on one CD and money from selling used books to Thrift books. Under Expenses in August – reimbursement for an employee for library school tuition, the Telephone bill includes the annual MOREnet payment for the internet and Operational services included the annual elevator maintenance fee. The adult AV line item continues to be the largest expense for materials as made large payments were made to Kanopy, Overdrive and Hoopla. Computer costs included Illustrator and Photoshop annual payments. Year to date the Library has spent about 18% of the operations budget.

Building and Grounds: Molitor reported the biggest issue has been water with all of the rain and the alarm located on the Taylor has been affected. The alarm company is working on stabilizing it. Staff has met with the architect once and Bill Riggs alone and is still working on coming up with plans for the outside.

Personnel: None

Development: Price reported the endowment fund is currently at \$1,591,415, an all-time high. Price met with Van Herreweghe and Henry to discuss the annual appeal and they are leaning towards a letter like last year's. They will be coming up with ideas to present to the development committee. Smith suggested making donations available for patrons to take grab-bag style. Currently the Library volunteers are coming in and boxing up donations and discards and sending them to Thrift Books to be sold.

Board Operations: Clark reported the committee had a formation meeting and came up with five areas of focus:

- Recruitment of new members – current members should be on the lookout for potential members and they can make recommendations to the mayor.
- New board member orientation – current member perspective would be helpful for newer members and the committee will work on a document and process for passing on institutional history.

Kirkwood Public Library Board of Trustees  
September 16, 2020

- Continuing education – members will look for areas such as operations, programs and financials that they would like more information on.
- Identification of future leaders of the board – this would be a nonbinding process to better identify chairs and eventual executive committee members.
- Board self-assessment – the committee will come up with a procedure to keep the lines of communication open and ensure the members feel they are meeting their goals.

Molitor made a motion to approve the minutes of the committee meeting, McLaughlin seconded and the vote to approve was unanimous by the committee members.

**Unfinished Business:**

- A. Approve the Revised Employee Policies – Clark made a motion to approve the policy with the civics leave policy update, Lasater seconded and the policy passed with Meckes abstaining.

**New Business**

- A. Lodge 2021 Holiday and Closing Calendar – Van Herreweghe reviewed the calendar, with no changes made to the holidays.

Eads made a motion to adjourn the regular board meeting at 6:03 pm, which was seconded by Price and passed by unanimous vote of the Trustees.

The next regular board meeting will be on Wednesday, October 21st at **5:30** pm at the Kirkwood Public Library Meeting Room, 140 East Jefferson Ave.

Respectfully submitted by Lisa Henry, Director of Operations