KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
DRAFT

October 21, 2020
Zoom Virtual Meeting

Board Attendance: Eads, Lasater, McLaughlin, Meckes, Molitor, Price, Reyes-Jones, Smith
Board Absent: Clark
Staff Attendance: Christa Van Herreweghe, Lisa Henry
Guests: Keith Slusser, Fick, Eggemeyer, and Williamson, Wallace Ward, City Council Liaison

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 there is ongoing extensive street work happening, a special use permit for an assisted living facility in the Commerce bank site was denied and tomorrow there will be a hearing for the James development in the UMB site.

Minutes –

Eads made a motion to approve the minutes of September 16th, Lasater seconded and the vote to approve passed by the trustees in attendance.

Librarian’s Report –

Van Herreweghe reported:

- The teen boxes continue to be a big hit (waiting list of 40) and this month contain “stretchy lizards!”
- Ryan and Jigisha presented at the MLA virtual conference and received positive feedback from the organizer.
- The tax rate is set. The Library received the Department of Economic Development grant, as well as State Aid and Athlete and Entertainer tax monies, which we had been unsure we would receive.
- There are another batch of magazines going out of print, including Oprah’s magazine.
- Youth Services has begun virtual outreach visits with schools.
One Author One Kirkwood virtual program was last night and Lisa See did a fantastic job, with 84 people viewing. Author Brit Bennett has been booked for next year.

Reference staff have arranged for small business help with Legal Services of Eastern Missouri, and 36 people have signed up for the upcoming resume program.

The annual staff in-service day has been cancelled this year due to the pandemic. Staff will have the opportunity to work on projects instead.

**Trustees’ Reports** – Price brought up the recent Patch articles mentioning the Library and its work with providing activities for children and the grant that was only received by U City, St. Charles and KPL. Meckes mentioned the notary service and how appreciative people are of it.

**President’s Report** – None

**Committee Reports** –

Finance: Reyes-Jones reported the audit will be approved next month so that it can be sent to the state in December. Henry reviewed the financials, pointing out under revenue the library received over $6,000 in property taxes, the shop made over $600 and $1350 in grants and $750 in donations were received. Under Expenses the final payment for Lisa See was made and year to date the Library has spent 27% of the expense budget. The first of two bond payments was made, nothing was spent out of the reserve budget and we currently have 3.7 million in bank accounts, not including the endowment fund.

Building and Grounds: Molitor reported the exterminator finished the fall spraying and the remaining steps were done with book spines. However, the spines are not adhering to the paint adequately and will be re-done this week.

Personnel: None

Development: Price reported the committee met and reviewed the annual appeal letter, which will go out in a few weeks. Lasater made a motion to approve the committee minutes, Smith seconded and the vote to approve was unanimous by the committee members.

Board Operations: None

**Unfinished Business:**

A. Approve the 2021 Holiday and Closing Calendar – Price made a motion to approve the calendar, McLaughlin seconded and the calendar passed by unanimous vote of the trustees in attendance.
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New Business

A. Lodge FY 20 Audit – Slusser reviewed the audit, which was clean, unmodified opinion, with no departures from accounting principles. There were no deficiencies or material weaknesses, with no issues to report.

B. Lodge Updated Useful Life Policy - the lifespan of books will be reduced to 7 years instead of 10, to reflect the continuous weeding of materials.

C. Lodge Updated Length of Loans Policy - Van Herreweghe reviewed the changes to the policy, which allows for three automatic renewals in line with the rest of the MLC and removes video games as they don't circulate.

Eads made a motion to adjourn the regular board meeting at 6:00 pm, which was seconded by Reyes-Jones and passed by unanimous vote of the Trustees.

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

Respectfully submitted by Lisa Henry, Director of Operations