

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

November 18, 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 5:27 p.m.

Business from the audience –

Public Comments: None

City Council: Ward reported

Minutes –

Reyes-Jones made a motion to approve the minutes of October 21st Molitor seconded and the vote to approve passed by the trustees in attendance.

Librarian's Report –

Van Herreweghe reported:

- State revenue is down 4.2% from last October
- Page's new restrictions led to KPL cancelling computer appointments
- St. Louis County directors met, many are cutting hours and all are back to curbside only
- State libraries met, many libraries statewide are limiting hours due to staffing issues
- KPL has first positive employee, which has led to some quarantining
- Staff has been working on the DED grant for telehealth, attempting to get the last \$866, the CARES grant work continues, the Tech mini-grant has been submitted for replacing self-check machines and summer reading grant amount for next summer has been lowered \$1,000.
- RFID is on hold for now due to lack of interest from other MLC libraries
- Surprise Bags are now offered by adult services
- Thanks to the development committee for their suggestions on the appeal, it has already been doing very well
- The provided graph shows the hours and days the Library is the most busy, highlighting the fact that business is steady and it would be hard to cut any hours

- The current goal is to maintain curbside for our current hours as long as we have the staff to do so

Trustees' Reports – Smith and McLaughlin appreciate the fast, friendly curbside service. Meckes mentioned the podcast's 50th episode featuring Anthony Daniels (C3PO) and thanked VanHerreweghe for the civic education opportunities and notary services during the election. Meckes also encouraged trustees to attend the zoom meeting on Saturday the 21st, featuring Humans of St. Louis. McLaughlin mentioned the easy and professional notary services.

President's Report – Meckes will send a letter to staff thanking them for their efforts from the board and requested trustees email her any thoughts or compliments to add.

Committee Reports –

Finance: Meckes made a motion to approve the finance committee minutes with the addition of the committee noted a material prior period adjustment. Reyes-Jones seconded and the vote to approve was unanimous by the committee members. Reyes-Jones reported tonight the board would approve the audit and then it would be sent to the state auditor. Included in the board packet is a sheet on the "typical book life at KPL" to better explain how long books last in the library and what happens to them when we are done with them. Henry reported the library received \$1746 in fines from the MLC in their quarterly payment, as well as \$6,880 in state aid and \$4,170 in athlete and entertainer tax. KPL also received \$4,513 for the summer reading grant. The volunteers brought in over \$1,000 selling books thru Thrift Books and selling some items from the shop. The bulk of the property taxes should start to come in the next couple of weeks. Under expenses the major costs were an annual payment for databases, Overdrive and Hoopla, final costs for summer reading prizes and the purchase of new bookends for the third floor. For the fiscal year the Library has received 3% of the budgeted revenue and spent 33% of the expense budget. The only costs that came out of reserves were \$4,237 in capital expenses for the cost of the stairs.

Building and Grounds: Molitor reported the landscaper is putting up the exterior holiday décor this week in time for the Holiday Walk on Saturday. The volunteers will have a table out front. The elevator froze on the lower level with its doors open and has been fixed. The steps have been re-painted and the spines put back on and they look even better than before. No word yet from the architect and Riggs about the outside area.

Personnel: Clark reported the committee reviewed the policy changes that will be lodged tonight and the trustees will go into closed session after the regular meeting. Clark made a motion to approve the committee minutes, Eads seconded and the vote to approve was unanimous by the committee members in attendance.

Development: Price reported the annual appeal letters went out last week and the donations began coming in this weekend. So far \$5,075 has been received, one fourth of the total amount received all of last year. An ad will be coming out in the Webster Kirkwood Times and on social media, and an eblast went out this week.

Board Operations: Clark is working on the first committee task of creating a new member policy.

Unfinished Business:

- A. Approve FY 20 Audit – Lasater made a motion to approve the audit, Reyes-Jones seconded and the audit passed by unanimous vote of the trustees.
- B. Approve Updated Useful Life Policy- McLaughlin made a motion to approve the changes in the policy reducing the lifespan of books to 7 years, Lasater seconded and the vote to approve was unanimous by the trustees.
- C. Approve Updated Length of Loans Policy-Lasater made a motion to approve the updated policy, Smith seconded and the vote to approve was unanimous by the trustees in attendance.

New Business

- A. Lodge Updated Vacation/Sick Policy-Clark and Van Herreweghe reviewed the changes to the part time employee policies, adding sick time to replace the current Family First Emergency Act which expires December 31st. The policy also allows part time staff to be eligible for vacation pay after one year instead of after three years of employment.
- B. December meeting – the trustees agreed to cancel the December board meeting.

At 6:08 pm Clark 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 Smith. A roll call vote was taken with the following trustees voting in favor of going into closed session: Clark, Eads, Lasater, McLaughlin, Meckes, Price, Reid, Reyes-Jones, Smith. The following trustees voted 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 Smith and seconded by Lasater to adjourn the regular board meeting at 6:32 pm, which passed by unanimous vote of the Trustees in attendance.

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

Respectfully submitted by Lisa Henry, Director of Operations