

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

April 21, 2021  
**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 February 17<sup>th</sup>, Lasater seconded and the vote to approve passed by the trustees in attendance.

## **Librarian's Report –**

Van Herreweghe reported:

- Re-opening is going well. The children's room opened for appointments this week, and had people there right away, including teens. Once the vaccinated staff hits the two week mark the catalogers will move back into the workroom and we will be able to open the third floor.
- The One Author One Kirkwood program was well attended and Brit Bennett did a great job. Ryan and Jigisha are now pros at interviewing. Walter Johnson, the author of Broken Heart of America, will be on the podcast and participating in a bookclub.
- To tie in with the bi-centennial the Library is looking for stories 2-4 minutes in length about Kirkwood for an audio passport of places of significance in Kirkwood.
- Van Herreweghe was able to touch base with Rep. Barbara Phifer and the aide for Rep. Dean Plocher to discuss Library advocacy.
- The MLC is working on contacting their representatives to ensure they are aware we are not connected to St. Louis County Library in the hopes we will be able to receive some of the new Cares funding.

Kirkwood Public Library Board of Trustees  
April 21, 2021

- Light bulbs are being changed out this week in the Library, which will help in the future when applying for funding related to environmentally friendly building options, such as solar panels.

**Trustees' Reports** – Meckes reported Brit Bennett's *The Vanishing Half* was excellent and she appreciates that Libby (Overdrive) has gotten much better and easier to use.

**President's Report** – None.

**Committee Reports –**

Finance: Meckes made a motion to approve the minutes from the committee's last meeting, Smith seconded and the vote to approve was unanimous by committee members. Henry reported the property taxes continue to come in and a large sum is expected in May. The volunteers had a couple of sales outside and brought in \$460. Operational services show higher than usual landscape bills, for snow and ice removal. The Garvey grant paid for Brit Bennett's appearance and we have received 88% of expected operations revenue and spent 72% of the expense budget.

Building and Grounds: Molitor reported there were AC issues on the third floor but Corrigan has repaired one of the units. Riggs is working on repairing the children's circulation desk so that the exits will close better to ensure children don't go behind the desk. Electricians were here today replacing some of the bulbs throughout the library with more efficient bulbs and the remaining windows on the second and third floors have been tinted to block out the sunlight that is keeping areas of the Library very warm and fading books. All anticipated projects have been completed and staff are working on a new plan for the next projects they would like to tackle, which will include updating the computer lab and meeting room. The spring building inspection with Riggs will also unearth some necessary projects. Once there is a concrete plan it will be brought to the committee. Ideas are continuing to be looked at for the outside area.

Personnel: Clark reported the committee met to review the personnel costs. Clark made a motion to approve the committee minutes, Eads seconded and the vote to approve was unanimous by the committee. Van Herreweghe reviewed the proposed new salary ranges based on minimum wage changes, which shift the ranges by 8% but will not affect many staff currently employed, as only the newest staff will need to be adjusted to stay within their ranges.

Development: Price reported the annual appeal has received \$31,090 and endowment fund is at \$1,739,915, which is a 29% increase over where we were last year.

Board Operations: Clark reported the committee met to review the list of applicants for the board and they provided Ward with their suggestions. Clark made a motion to approve the committee minutes, Molitor seconded and the vote to approve was unanimous by the committee.

**Unfinished Business:**

- A. Approve Budget Amendments: McLaughlin made a motion to approve the budget amendments, Price seconded and the vote to approve was unanimous.

**New Business**

- A. Lodge FY 2022 Budget: Van Herreweghe reviewed the personnel expenses, which do take into account the adjusted salary ranges. Henry reviewed the expected revenues and projected expenses for the operations budget, the reserves and the debt service.
- B. Lodge Personnel Policy Section 1-4 Update: Van Herreweghe reviewed the policy changes, which remove the procedures from the manual as directed by the board several years ago.
- C. Lodge Endowment Fund Use Policy Update: Van Herreweghe reviewed the change in the policy, which allows the board to choose the amount of the endowment grant, rather than limit the grant to a maximum of 3% of the fund.
- D. Approve 2021-22 Slate of Officers: Smith made a motion to approve the following slate – Clark, President, McLaughlin-Vice President, Reyes-Jones, Treasurer, Price, Secretary; Lasater seconded and the vote to approve the slate was unanimous by the trustees.

Eads made a motion to go into closed session pursuant to Section 610.021(1) and (3) of the Missouri Revised Statutes, which was seconded by Clark. A roll call vote was taken with the following trustees voting in favor of going into closed session: Clark, Eads, Lasater, McLaughlin, Meckes, Molitor, Price, and Reyes-Jones. The following trustees voted against going into closed session: None. The Board then went into closed session pursuant to Section 610.021(1) and (3) of the Missouri Revised Statutes.

The Board emerged from closed session and a motion was made by Clark and seconded by Meckes to adjourn the regular board meeting at 6:33 pm, which passed by unanimous vote of the Trustees in attendance.

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

Respectfully submitted by Lisa Henry, Director of Operations