

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

May 19, 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: Wallace Ward, City Council Liaison.

Call to Order

The meeting was called to order by Meckes at 5:33 p.m.

Business from the audience –

Public Comments: None

City Council: Ward thanked the leaving trustees for their work. Tomorrow night council will vote on new trustees. Transportation taxing district passed money to repair streets. Pucks will be embedded in downtown parking spaces to allow an app to show empty spots and knows when cars are parked too long.

Minutes –

Eads made a motion to approve the minutes of April 21st, Price seconded and the vote to approve passed by the trustees in attendance.

Librarian's Report –

Van Herreweghe reported:

- Thanked the trustees who are leaving.
- Re-opening is going well, staff still wearing masks in public areas to keep kids and teens safe. Circulation numbers are beginning to rebound. No in-person programs yet, and meeting room updates will be coming. Spotlight on literacy grant was received (over \$7,000) for homebound services, advertising and materials.
- The MLC is working on a plan to convert to RFID, hopefully using ARAP funds.
- Revenues for the state are up and Athlete and Entertainer money tripled for next year.
- Van Herreweghe reviewed the Hancock amendment and showed a graph of percentages of where property taxes go.
- Trustees discussed going back to in-person meetings.

Trustees' Reports – Eads had first visit back to children's room and the kids were very excited and thanked staff for the going away gift. McLaughlin and Clark thanked the four trustees leaving.

President's Report – Thanked the board members leaving.

Committee Reports –

Finance: Reyes-Jones reported the board would approve the FY 22 budget, including the updated salary ranges. The ranges reflect the changes in minimum wage and have not been adjusted in several years. Most current employees are safely in their appropriate ranges, this will mostly affect new hires going forward. Final budget amendments for this year will also be lodged, reflecting second payments from state aid and athlete and entertainer tax and adjust for the things we were unable to do this year, such as passports and renting the meeting room. Henry reported the second state aid payment of \$6,880 as well as donations in the name of several patrons who passed away. Personnel costs ran 84% to budget plan. Operational services were higher than normal due to window washing and spring landscaping costs. Adult books saw an increase as well due to an influx of books that had been delayed. Overall 90% of income has been received and 85% of expense budget spent.

Building and Grounds: Molitor reported Christa and Lisa and Bill Riggs met with a landscape architect about the outside project and the architect is working on some options. A committee of staff members from each department will be working on plans for updating the meeting room. Riggs is also looking at updating the computer lab so that there is a designated space for recording.

Personnel: Closed session tonight will cover library director review.

Development: Price reported the annual appeal has received \$31,215 and endowment fund is at \$1,792,715 which is a 24% increase over where we were last year.

Board Operations: Clark reported he will attend the city council meeting and will let the group know tomorrow night who the new trustees will be.

Unfinished Business:

- A. Approve FY 2022 Budget and Updated Salary Ranges: Price made a motion to approve the budget, Eads seconded and the vote to approve was unanimous.
- B. Approve Personnel Policy Section 1-4 Update: Clark made a motion to approve the updated policy, Price seconded and the vote to approve was unanimous.
- C. Approve Endowment Fund Use Policy: Price made a motion to approve the updated endowment fund use policy, Smith seconded and the vote to approve was unanimous.

New Business

- A. Lodge FY 2021 Budget Amendment: Henry reviewed the amendment, which adds the second state aid and athlete and entertainer tax payments, removes projected income from passports, proctoring, room rental fees. Under expenses the gas budget is increased due to the heating issues being resolved, increases are made for adult books, computers and equipment and decreasing postage, office supplies and advertising. Most of the adjustments were due to being closed most of the year.

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 Meckes. 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 Meckes and seconded by Clark to adjourn the regular board meeting at 6:35 pm, which passed by unanimous vote of the Trustees in attendance.

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

Respectfully submitted by Lisa Henry, Director of Operations