

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

June 16, 2021

Zoom Virtual Meeting

Board Attendance: Clark, Harms, McKee, McLaughlin, Pitt Kaplan, Price,
Reyes-Jones, Smith, Wolshock

Board Absent: None

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Mel Lambert

Guests: None.

Call to Order

The meeting was called to order by Clark at 5:48 p.m. following introductions of trustees and staff.

Business from the audience –

Public Comments: None

City Council: None.

Minutes –

Reyes-Jones made a motion to approve the minutes of May 19th Smith seconded and the vote to approve passed unanimously by the trustees in attendance at that meeting.

Staff Presentation: Mel Lambert, Director of Adult and Community Services, presented on the Role of Libraries in the Entrepreneurial Ecosystem, focusing on the support KPL is able to give entrepreneurs looking to gain skills, make connections and find resources. Trustees were encouraged to spread the word about the library's resources.

Librarian's Report –

Van Herreweghe reported:

- Sunshine Law manuals will be provided to trustees at the next meeting. Highlights include: the library is a public entity so meetings are open to the public and must be posted at least 24 hours prior, closed sessions are for very limited reasons, records are open to the public and Henry is the custodian of records, emails relating to public business to a majority of the trustees must also be sent to the custodian of records as they are public record, a meeting is defined by a quorum discussing or voting on public business.
- The Missouri State Library falls under the Secretary of State, they provide libraries with financial support (State Aid, Athlete and Entertainer Tax), subsidize the courier service for interlibrary loans, provide training, subsidize internet access

through the REAL program, provided support during COVID and provide databases.

- KPL has been very busy since re-opening, many patrons are wearing masks, circulation is rebounding. A representative from the State Library paid a visit today to discuss the Youth Services programs and the Summer Reading grant.

Trustees' Reports – Trustees discussed the materials in the trustee manual and will bring their signed code of ethics back at the next in-person meeting.

President's Report – Clark encouraged trustees to review their manuals and be cognizant of Sunshine Law requirements when communicating with each other. A focus this year will be on building a core group of supporters - McLaughlin and Price will be ensuring trustees attend major library functions and Clark is planning an event to thank former trustees.

Committee Reports –

McLaughlin presented the board committees:

- Building and Grounds – Reyes-Jones, chair, Harms and Price
- Development – Smith, chair, Harms and McKee
- Finance – Reyes-Jones, chair, McKee and Wolshock
- Operations – McLaughlin, chair, Pitt Kaplan and Smith
- Personnel – Price, chair, Pitt Kaplan and Wolshock

Finance: Reyes-Jones reported the finance committee in a normal year meets every couple of months and is headed up by the board treasurer. In the summer they meet with the auditor as he prepares for the audit so that he can review the process. Once the audit is complete they will meet with him again so he can go over his findings and answer any questions before bringing the audit to the full board. This year we are due for a meeting with Morgan Stanley, the bank overseeing the endowment fund. In the spring the committee will review the budget for fiscal year 2023 before lodging it with the full board. If there are ever any financial issues that raise the concern of staff they will bring their concerns to the board treasurer who will then begin an investigation. Any checks written by the Library that are over \$5,000 must have two signatures so the board treasurer comes to the Library once a month to sign the larger checks and review the bank reconciliations.

Henry reviewed the current financial reports - the first page is a snapshot of the money currently held by the Library (checking account, a credit card account for credit card payments, the volunteer's account for the shop, and two CDs). There is a separate checking account for the endowment fund and then the endowment fund itself and the bottom shows the debt service– the payments made this year towards the certificates of participation, which the Library will be paying off until 2033.

The profit and loss report shows each line item in the budget and how much year to date has been received or paid, the budget, how much under or over in dollars and percentage. Currently 98% of the revenue budget has been received and 86% of the expense budget spent.

The last page shows the funds set aside for expenses that are above and beyond the operations budget – specifically for extraordinary maintenance and repair costs, the Jill Raiser Memorial Fund specifically for children’s programming, money set aside for furniture and equipment, for the eventual HVAC replacement, and for capital improvements. Examples of what was used this year include the replacement of the signage throughout the building, a new water heater, work done on the air ducts, new trash cans, new bookends throughout the building and the bookspines on the staircase.

Building and Grounds: Reyes-Jones reported the committee reviews the capital plan and the upcoming projects. In the event of a major renovation the committee would help with the bid process and oversee the selection of the company. This year's projects will include the exterior on the Taylor side of the Library - currently a landscape architect is working on some ideas for the land and once there is a plan for that we will also have concrete work done on the sidewalks and porch. Staff is currently working on ideas for updating the meeting room and the computer lab, and the front doors of the Library will need to be replaced soon, as they are wearing out.

Personnel: Clark reported the committee approves salary ranges of staff and the salary of the Director. The ranges were updated in 2018 by a consulting firm based on standards and comparable libraries’ salaries and are now being updated annually to adjust for the minimum wage increases in Missouri. The committee might also be involved if a serious staff issue develops that requires investigation.

Development: Price reported the endowment fund is now at an all-time high of \$1,815,290. The endowment fund was started by the Library's Foundation in 1996 with one large donation from a longtime patron. The Foundation held various fund raisers and occasionally provided money to the Library for programs and even purchased new chairs for the Library. After the library's renovation the Foundation was dissolved in 2011 and the Board took over the endowment fund, with the goal of getting it to a million dollars. Once it reached the million dollar mark the finance committee suggested the fund be used for staff grants. Over the last few years staff have come up with ideas for programs and materials outside the regular operating budget that have been funded by the staff endowment grants. This year the finance committee recommended a total grant amount of \$51,209 and staff will be coming up with ideas throughout the year.

Board Operations: Clark reported Operations will continue as an ad hoc committee focused on finding board candidates and possibly proposing bylaw amendments.

Unfinished Business:

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- A. Approve 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. Reyes-Jones made a motion to approve the budget amendments, Price seconded and the vote to approve was unanimous by the trustees in attendance.

New Business - None

Price made a motion to adjourn the meeting at 7:11 pm, McLaughlin seconded and the vote to adjourn was unanimous by the trustees in attendance.

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

Respectfully submitted by Lisa Henry, Director of Operations