

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

August 18, 2021
Zoom Virtual Meeting

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

Board Absent: Clark, Pitt Kaplan

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Ryan Drinkard, Jigisha Patel, Julia
McDonald

Guests: Wallace Ward, City Council Liaison.

Call to Order

The meeting was called to order by McLaughlin at 5:30 p.m.

Business from the audience –

Public Comments: None

City Council: Ward reported the Union Pacific Big Boy train will stop briefly at the Kirkwood Train Station on August 30th and plans for crowd control are being finalized. The city will be hauling away debris from the most recent storm and on the ballot in November is a one cent tax increase which will generate 6 million dollars for street repair.

Minutes –

Smith made a motion to approve the minutes of July 21st McKee seconded and the vote to approve passed unanimously by the trustees in attendance.

Staff Presentation: Drinkard and Patel reviewed the reasons for having a Library podcast, the equipment they utilize and the authors they have interviewed (NY Times bestselling authors such as Lisa Scottoline and Laurel K. Hamilton) and the upcoming segments (including their 100th episode). Since they moved from monthly to weekly podcasts the download count has continued to rise.

Endowment Grant Applications: **Podcast-**Drinkard and Patel requested \$5,000 to fund a new computer, salaries for extra time, the Buzzsprout subscription, advertising and an author honorarium. **Art Show-**McDonald requested \$1,070 for the upcoming Art Show, which will be in its fourth year. The Library partners with the Human Rights Commission to encourage students to create original artwork with a diverse and inclusive theme. This year's overall theme – Look Beneath the Surface – was the idea of the Library's teen advisory group. The artwork will be shown in the computer lab, or possibly the magazine area of the Library if the lab has to remain closed, November-January and is open to any student in grades 6-10 living in Kirkwood School District. The grant money will be utilized for art supplies that are provided to the participants. The artwork is all scanned and put

in the Library's digital archives. Reyes-Jones made a motion to approve both applications, Smith seconded and the vote to approve was unanimous by the trustees in attendance.

Librarian's Report –

Van Herreweghe reported:

- The MLC received the \$100,000 grant to move to RFID and the MLC system administrator Heather Arnold along with KPL's Bill O'Bright will be heading up the project and are currently getting bids.
- Van Herreweghe will attend the City Council meeting on the 19th for the tax rate hearing.
- Last month the Walter Johnson program was watched live by 150 people and 250 watched the recording, with positive feedback.
- Trustees were encouraged to participate in the Bicentennial Passport to Kirkwood, short audio memories of something to do with Kirkwood are needed.
- The Tracy Family Foundation invited the Library to apply for a grant for \$15,000, to go towards something that aligns with their focus of education, youth, families and mental health.
- One Author One Kirkwood committee will be meeting soon to begin planning for the next event, trustees are invited to participate.
- Kirkwood City has returned to all virtual meetings for boards and commissions.

Trustees' Reports – None

President's Report – McLaughlin reported the meetings will stay on Zoom for now.

Committee Reports –

Finance: Reyes-Jones reported the committee had just met. Sandra Stephens from the City discussed tax rates and Keith Slusser reviewed the audit process. Then the committee reviewed the capital plan, discussing the history of the building, upcoming projects which include new front doors and shades in the children's room, and the budgets for the projects.

Henry reviewed the finances for the month of July – over three thousand dollars were received in passport processing fees and \$513 came from books on the sales cart. July was a three pay period month, and the busiest month of the year, needing extra staff time, so personnel expenses are higher than usual. Subscriptions and memberships are already at 78% to plan, as all the magazine subscriptions for the year are paid at once.

Building and Grounds: Reyes-Jones reported the committee met and reviewed the capital plan projects and saw the plans for the exterior project. Harms made a motion to approve the committee minutes, Price seconded and the vote to approve was unanimous by committee members.

Personnel: No report.

Development: Smith reported the committee met to discuss the annual appeal and how best to help the Library. Trustees were encouraged to donate to the appeal, as participation by trustees is tracked by some grants. The committee made some suggestions regarding the website, potential new recipients of the appeal such as businesses and authors, and extra promotional opportunities such as bookmarks and a painting of the Library. Harms made a motion to approve the minutes from their meeting, McKee seconded and the vote to approve was unanimous by the committee members.

Board Operations: McLaughlin reported the committee met and discussed the bylaws. McLaughlin made a motion to approve the committee minutes, Smith seconded and the vote to approve was unanimous by the committee members in attendance.

Unfinished Business:

- A. Approve the Vacation Policy Update: Wolshock made a motion to approve the updated policy, Smith seconded and the vote to approve was unanimous by trustees in attendance.

New Business –

- A. Lodge Umbrella Technology Policy Update: Van Herrweghe reviewed the policy changes which remove the \$25 fee for returning technology in the bookdrop and aligns the lending period with the rest of the collections.

Smith made a motion to adjourn the meeting at 6:42 pm, McKee seconded and the vote to adjourn was unanimous by the trustees in attendance.

The next regular board meeting will be on Wednesday, September 15th at **5:30** pm.

Respectfully submitted by Lisa Henry, Director of Operations