

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

September 15, 2021
Zoom Virtual Meeting

Board Attendance: Clark, Harms, McKee, Price, Pitt Kaplan, Smith, Wolshock
Board Absent: McLaughlin, Reyes-Jones
Staff Attendance: Christa Van Herreweghe, Lisa Henry, Rachel Johannigmeier, Nic
Champion, Lynne Haynes
Guests: Wallace Ward, City Council Liaison.

Call to Order

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

Business from the audience –

Public Comments: None

City Council: Ward reported the Performing Arts Center will have a Broadway-bound production of “The Karate Kid” and Council will be finalizing the vote on tax levy for the city and library on September 16th. Harmony Homes was voted down unanimously.

Minutes –

Price made a motion to approve the minutes of August 18th, Wolshock seconded and the vote to approve passed unanimously by the trustees in attendance, with Clark abstaining.

Staff Presentation: Johannigmeier presented on the successful summer reading program which saw 1652 children participants, 432 teens (an increase), 913 adults, and 171 babies. The new logging software, READsquared, worked well, automatically put people into their correct age categories, and has an app. The competition with the schools was popular, with Tillman and North Kirkwood having the most participants. Trustees were asked to spread the word next summer about the program.

Endowment Grant Applications: Podcast - Nic Champion presented on a Film Series which would be comprised of 3-4 films shown in 2022, preferably in-person, focusing on innovative documentaries. He will have speakers, preferably the directors themselves. The cost will be \$1500. Clark made a motion to approve the Film Series, Smith seconded and the vote to approve was unanimous by the trustees in attendance. Lynne Haynes presented on Reading2Connect – a program that supports people with memory loss by providing reading materials that have fewer words, larger fonts and more illustrations. The cost will be \$2300. McKee made a motion to approve the Reading2Connect application, Harms seconded and the vote to approve was unanimous by the trustees in attendance.

Librarian's Report –

Van Herreweghe reported:

- Still working on the Tracey Family Grant, have now been invited to do a formal application.
- KPL was not allowed to apply for the ARPA grant as an individual library but the MLC did receive \$225,000 for ebooks and \$100,000 for RFID.
- RFID process is going forward – a vendor has been chosen.
- In-service day might be a group day with 3 other MLC libraries.
- KPL is 95 this year. There will be a library card contest, and some other fun activities.
- The second of the 4 part state training for boards was on effective policies and trustees will receive more details later.
- Ryan and Jigisha have been invited to present at the St. Louis Regional Library Network in the fall and will also present at the Missouri Library Association Conference if it happens. Nick O'Neal is present at the MOREnet conference next month.
- We have some employee turnover so there will be some new faces around.

Trustees' Reports – Smith proposed the monthly board meeting time be moved back to 5 pm. Clark asked that trustees let him know their thoughts.

President's Report – Clark mentioned the Webster Kirkwood Times article on the shop.

Committee Reports –

Finance: Henry reported the auditor has received the Library's paperwork and is beginning to work on it this week virtually and will be scheduling a day to come out to the library soon. The 51,209 dollars from the endowment fund account was transferred to the regular checking account to cover the incoming bills for the grants that have been approved so far. Even after that the endowment fund is at 1.78 million dollars. Over five thousand dollars were received for passports and 8,500 for the Garvey grant, which will go to One Author costs.

Under Expenses line 470 Operational Services includes an annual payment to Tech Electronics for maintaining the fire alarm system, as well as the usual landscaping and janitorial services. Under furniture and equipment line 552 a large order of new bookends came in. Under Reserves 1,500 went to the landscape architect who has come up with the plans for the exterior. Under Gifts Used money was spent from three different grants – summer reading, the bicentennial grant and the home borrowers grant..

Building and Grounds: Henry reported Bill Riggs has been meeting with the city to discuss the exterior plans and figure out what will be needed in terms of permits. The electricians were here several times in August to do a few projects – replacing some lights, updating the switches in the meeting room and updating the labeling of the electric panels.

Personnel: Price reported the committee reviewed the holiday and closing schedule.

Development: Smith reported on the annual appeal letter, reminding trustees to be sure to support the effort. Staff member Terri Walters was thanked for her work on the appeal letter and staff member Julie Hammond for her new logo design. The board agreed to go with the one page option, without individual signatures. Smith would like to see bookmarks promoting the appeal and suggested the letter be sent to authors who we have worked with in the past.

Board Operations: Clark reported the committee's work on the bylaws will be lodged tonight and voted on next month. The changes move the dates of officer election from April to May, makes the development committee a standing committee and allows a virtual option for meetings.

Unfinished Business:

- A. Approve the updated Umbrella Technology Policy: Price 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 the Board Bylaw Update: Trustees will vote to approve next month.
- B. Lodge the Holiday and Closing Schedule for 2022: Price reported the calendar includes the addition of Juneteenth as a paid holiday for full time staff. Next year it will not add a closed day to the calendar, as it falls on Father's Day and the Library is already closed.

Price made a motion to adjourn the meeting at 6:50 pm, Wolshock seconded and the vote to adjourn was unanimous by the trustees in attendance.

The next regular board meeting will be on Wednesday, October 20th at **5:30** pm.

Respectfully submitted by Lisa Henry, Director of Operations