

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

October 20, 2021
Zoom Virtual Meeting

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

Board Absent: None

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Chelsea Bedley

Guests: None.

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: None.

Minutes –

Price made a motion to approve the minutes of September 15th, Harms seconded and the vote to approve passed unanimously by the trustees in attendance, with McLaughlin and Reyes-Jones abstaining.

Staff Presentation: Bedley presented on the Community Engagement portion of the Strategic Plan, focusing on innovative outreach examples such as popup libraries, collaborations with the police department (Hot Dog Days), Meacham Park Association, Parents as Teachers, the school district and Horizons Summer Camp, all of which utilized the Library's exploratory packs. Mel Lambert has focused on business based programming and the collaboration with the Human Rights Commission has developed the annual Student Art Exhibit. Other areas of focus have been the teen advisory board, programs to foster civic engagement and bicentennial programming. Bedley also reviewed the marketing strategies, including the use of bus shelter ads and social media.

Librarian's Report –

Van Herreweghe reported:

- State tax receipts were 16% higher in September 2021 than in 2020.
- MLA held their conference in person in Chesterfield. Ryan and Jigisha's podcast session was widely considered the best of the conference. They then did a virtual workshop for St. Louis Regional Library Network that was well attended.
- Nick O'Neal is presenting at the MOREnet annual conference this week.

- Debbie Musselman is leaving the State Library. She has been instrumental in many of our grants.
- Library Legislative Advocacy Day in Jefferson City is planned for February 15th, if interested in attending let Christa know.
- St. Louis Public and St. Louis County are moving towards sharing Polaris, perhaps setting them up as their own consortium. Not sure what the implications are yet.
- The MLC is getting a Polaris update in November which will have the system down for probably half a day, but “offline mode” will still record transactions.
- Rock Hill Public Library’s new director has started.
- We will have a table at the upcoming wellness fair for city employees.
- Van Herreweghe and Henry participated in Greentree’s beer booth on behalf of Rotary and Kiwanis.
- Van Herreweghe will attend the MO Public Library Directors bi-annual meeting in December, with the state paying for new directors to participate.
- Many entries have been received in all age groups for the library card contest, which closes today.

Trustees’ Reports – None.

President’s Report – Clark made a motion to change the time of board meetings from 5:30 to 5:00 pm, Smith seconded and the vote to change the time was unanimous. Reyes-Jones made a motion to cancel the December meeting, Price seconded and the vote to cancel was unanimous by the trustees.

Committee Reports –

Finance: Reyes-Jones reported the audit was finished and Keith Slusser will meet with the finance committee in November before the board meeting and will then meet with the full board to touch on the highlights and answer any questions. McKee made a motion to approve the committee minutes, Wolshock seconded and the vote to approve was unanimous by committee members. In September the Library received \$9,000 in CARES grant money, \$8,900 in a technology mini-grant, and \$2,452 for the Spotlight on Literacy Homebound Grant. The shop had its highest month so far since re-opening and brought in \$2,367 as well as another \$400 in Thrift donations. Another \$779 in donations were received, due to a patron’s obituary request and royalties from Vicki Erwin’s book. Line item 453 Telephone included the annual MOREnet payment, which pays for the Library’s internet access. Line item 519 Professional Services included accountant fees for audit prep work and HR software. Under reserve expenditures work was completed on the meeting room’s partition wall and electric switches. The endowment grant update shows \$9,870 has been given away so far, with \$41,339 remaining.

Building and Grounds: Reyes-Jones reported the landscaper has put up the fall exterior decorations and the front doors have been delayed, but will still hopefully be done this fiscal year. Staff are looking at carpet samples for the building.

Personnel: Price reported the Victims Economic Safety and Security Act policy follows the new law. It states that if a staff member is experiencing domestic or sexual violence they may request leave and reasonable safety accommodations.

Development: Smith reported the annual appeal donation letter went out this week and the Library has already received \$450. Thank you to staff and trustees for working on the letter. Bookmarks and an e-blast are also coming.

Board Operations: No report.

Unfinished Business:

- A. Approve the updated Board Bylaws: McLaughlin reviewed the changes to the bylaws, which include moving the election time and officially allowing virtual participation. Price made a motion to approve the bylaws, Pitt-Kaplan seconded and the vote to approve was unanimous.
- B. Approve the Holiday and Closing Schedule for 2022: Van Herreweghe reviewed the updated schedule, which adds Juneteenth. McKee made a motion to approve the schedule, Price seconded and the vote to approve was unanimous.

New Business –

- A. Approve the Victims Economic Safety and Security Act Policy: Reyes-Jones made a motion to approve the new policy, Pitt-Kaplan seconded and the vote to approve was unanimous by the trustees.
- B. Lodge the 2021 Audit: Keith Slusser will be in attendance in November to take questions before the board approves.
- C. Lodge the Meeting Room Policy: Van Herreweghe reviewed the meeting room policy updates, which will clarify the new two-room options and eliminates the different pricing for different organizations.

Wolshock 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 Smith. A roll call vote was taken with the following trustees voting in favor of going into closed session: Clark, Harms, McKee, McLaughlin, Price, Pitt-Kaplan, Reyes-Jones, Smith and Wolshock. The following trustees voted against going into closed session: None. The Board then went into closed session at 6:35 pm 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 Kaplan and seconded by McKee to adjourn the regular board meeting at 7:30 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, November 17th at **5:00** pm.

Respectfully submitted by Lisa Henry, Director of Operations