

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

November 17, 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, Nick O'Neal

Guests: Keith Slusser, *Fick, Eggemeyer and Williamson.*

## **Call to Order**

The meeting was called to order by Clark at 5:00 p.m.

## **Business from the audience –**

Public Comments: None

City Council: Clark reported for Ward that city council has been having Wednesday night meetings but he hopes to return to board meetings in January.

## **Minutes –**

Reyes-Jones made a motion to approve the minutes of October 20<sup>th</sup>, McLaughlin seconded and the vote to approve passed unanimously by the trustees in attendance.

**Staff Presentation:** O'Neal presented on some of the technology services offered by the Library, including 3D Printing and VHS conversion. There is no charge for conversions unless they exceed the one disc, and the discs are 25 cents. Nothing copyrighted is converted, and the turnaround time is 1-2 weeks, depending on how busy he is. O'Neal just received a LSTA technology mini-grant for the new technology in the small side of the meeting room and technology upgrades in the larger side of the meeting room and the children's room.

## **Librarian's Report –**

Van Herreweghe reported:

- The MLC will have reciprocity with Jefferson County and Scenic Regional (Franklin/Warren counties) soon.
- Things are moving forward with RFID plans – the equipment is arriving and MLC staff will be trained in mid-December at KPL and then the tagging will begin. Bill O'Bright and the MLC system administrator Heather Arnold are heading this up.
- The tech mini-grant was for \$13,382.
- Van Herreweghe finished and submitted the Tracey Family Foundation grant, with \$15,000 possible and should find out in January.

Kirkwood Public Library Board of Trustees  
November 17, 2021

- KPL was awarded \$95,000 in ARPA money – Van Herreweghe asked for money to cover a variety of things, including a new legal forms database, extension of Universal Class to whole consortium, renewal of hot spots, and more money for Overdrive.
- Van Herreweghe attended the city department head meeting and thanked emergency services for their assistance several weeks ago.
- Winter Reading begins December 11<sup>th</sup>.
- On Wednesday, November 24<sup>th</sup> the Library closes at 5 pm and will be closed on Thanksgiving.
- The library card design contest went well – thank you to Harms for judging – and Van Herreweghe showed the winners.

**Trustees' Reports** – Smith complimented the youth services staff as always being helpful.

**President's Report** – Clark thanked the newest board members for their work this year.

**Committee Reports** –

Finance: Reyes-Jones reported the committee had met with Slusser prior to the board meeting to review the audit in more detail. Henry reported the Library received \$6,879 in state aid, the shop made \$2,746 and over \$8,000 was received in grant funds for summer reading and the bicentennial grant. Under expenses, the audit was paid for, Professional Services included the attorney, landscaper, accountant and savings plan administrator. Under Consortium, the Library was reimbursed by the MLC for the first quarter of the system administrator's personnel costs. Clayton Engineering was paid for survey costs for the exterior project and the endowment fund is currently at 1.79 million dollars.

Building and Grounds: Reyes-Jones reported the shades and new track lighting were installed in the children's room, the down payment was made on the new front doors and they have officially been ordered, a new controller for the main unit of the HVAC has been ordered and the landscaper will be putting up the outside holiday decorations this week in time for the Holiday Walk.

Personnel: Price reported she and Clark reviewed Van Herreweghe's midyear evaluation with her.

Development: Smith reported the appeal has brought in \$16,605 so far, from 189 donors including 4 current trustees, 5 former trustees, 2 current staff and 2 former staff. Smith thanked the trustees who had donated and encouraged the others to donate.

Board Operations: No report.

**Unfinished Business:**

- A. Approve the 2021 Audit: Slusser reviewed the findings of the audit – a clean, unmodified opinion with no material weaknesses or significant deficiencies. Reyes-Jones made a motion to approve the audit as submitted, Price seconded and the vote to approve was unanimous.
- B. Approve the Meeting Room Policy: McKee made a motion to approve the policy as submitted, Price seconded and the vote to approve was unanimous.

**New Business –**

None.

A motion was made by Price and seconded by Smith to adjourn the regular board meeting at 5:54 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, January 19<sup>th</sup> at **5:00** pm.

Respectfully submitted by Lisa Henry, Director of Operations