Call to Order

The meeting was called to order by Clark at 5:01 p.m.

Business from the audience –

Public Comments: None
City Council: Ward reported he just returned from visiting Jefferson City to discuss funding for Amtrak trains and networked with other municipalities. Thursday night is City Council meeting, moving ahead on budget process. Candidate forums coming up.

Minutes –

Smith made a motion to approve the minutes of January 19th, Harms seconded and the vote to approve passed unanimously by the trustees in attendance.

Staff Presentation: Heather Arnold discussed job responsibilities as the System Administrator for the Municipal Library Consortium. She manages the Integrated Library System and her office is at Kirkwood. She provides directors with appropriate stats and reporting, coordinates with catalogers and ILL team, does grant writing, works with 3rd party vendors, trains staff and creates and implements the MLC budget. Arnold reviewed the MLC collections. Kirkwood has the highest circulation and holds pickup in the MLC.

Librarian’s Report –

Van Herreweghe reported:
- Library is here to provide materials to meet the needs of the community.
- Librarians do not decide what patrons can read. If items are not circulating we weed them out.
- Banned books week is an annual event celebrating the freedom to read. Libraries support all ideas.
- Library Bill of Rights – part of Library’s policy, freedom to read statement included. Reconsideration forms would be met with a committee of staff who are experts in that particular field and the patron would receive a response.
• Update on sustainability goals – redesigned receipt paper as much as possible and hold slips, added a prompt at desk if patron wants receipt or not, will be cutting down on transit slips. We have moved to Quickbooks Online decreasing need for checks. This month items are purged in the catalog.

• Upcoming event – Nic Champion is screening *The Viewing Booth* in March and the director will be virtually attending and the One Author One Kirkwood program will be on April 6th in person at Kirkwood Performing Arts Center. The author is Diana Abu-Jaber.

• MLC has formed a subcommittee to begin reviewing ILS companies, contract with Polaris is still good for two more years.

• Legislative Day for Librarians was virtual and Van Herreweghe is waiting to hear back from local representatives.

• City of Kirkwood – the target to begin decreasing restrictions is 75 daily positive cases. Today county is at 189 cases.

**Trustees’ Reports** – McKee thanked Henry and Van Herreweghe for meeting with him to review items. Smith had her VCR tapes transferred to DVD.

**President’s Report** – Clark asked for feedback for meeting in person.

**Committee Reports** –

Finance: Henry reported the library is now using Quickbooks Online to generate less checks and more online payments. January is typically the biggest month for passports and they brought in $8,306. The volunteers had a good month – the shop brought in $2,324 and offsite sales, which are the books the volunteers collect and send to Thrift books made $2,111. The Library received $34,559 in grant funds so the budget amendment was amended to include that. The stock market went a little wonky in January so the endowment fund is down a little to 1.72 million. Under Expenses an error under Telephone will be corrected, as the report shows two months of payments in January. Line 513 Office Supplies is a little higher than normal due to bi-annual purchase of KPL pens. Line 552 Furniture and Equipment includes more new bookends – all of the bookends on all of the shelves in the library have now been replaced. Under Reserve Expenses a payment was made to the engineer who is working on the surveys for the exterior project.

Building and Grounds: Henry reported the new front doors are on their way, not sure yet of when they will actually make it here. Van Herreweghe and Henry have met with the landscape architect and Bill Riggs to discuss the exterior project and hope to have them come to a meeting very soon.

Personnel: Price reported the committee reviewed the dress policy and the dress code policy was left open and vague with more details in the staff policy. Wolshock made a motion to approve the minutes of the committee, Price seconded and the vote to approve was unanimous by the committee.

Development: Smith reported the appeal has brought in $34,870, with $2,500 coming in January.
Board Operations: No report. McLaughlin will check in with everyone to see how
committees are going.

Unfinished Business:

A. Approve Request for Reconsideration Form Update: McLaughlin made a motion
to approve the form update, Price seconded and the vote to approve was
unanimous by the trustees in attendance.

B. Approve Budget Amendments: Henry reviewed two changes since last month –
grant funds updated to $90,000 and an extra $500 added to Subscriptions and
Memberships. Smith made a motion to approve the amendments, Price seconded
and the vote to approve was unanimous by the trustees in attendance.

C. Approve Circulation Loan Service Policy Update: Van Herreweghe reviewed the
specialty cards have been rolled into the regular card and individuals can get a
card at 16 now. Smith made a motion to approve the policy update, Wolshock
seconded and the vote to approve was unanimous by the trustees in attendance.

D. Approve Holiday Policy Update: Smith made a motion to approve the policy
update, McLaughlin seconded and the vote to approve was unanimous by the
trustees in attendance.

New Business –

A. Lodge Dress Code Update – The dress code was simplified, removing gender and
specific styles with larger guidance in the personnel manual.

A motion was made by Smith and seconded by Harms to adjourn the regular board
meeting at 5:58 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, March 16th at 5:00 pm.

Respectfully submitted by Lisa Henry, Director of Operations