

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

March 16, 2022  
**Zoom Virtual Meeting**

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

Board Absent: Smith

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Lynn Bosso

Guests: None

## **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: Ward reported

## **Minutes –**

Reyes-Jones made a motion to approve the minutes of February 16th, McKee seconded and the vote to approve passed unanimously by the trustees in attendance.

**Staff Presentation:** Bosso presented information about the Storybook Walk at Kirkwood Park, around Walker Lake. The walk includes 18 signposts, and was started in 2017. The story changes monthly. The focus is on high interest content and diversity. A parent activity guide is now included at first post. Frequently Bosso is stopped by people to let them know they appreciate the walk and even received a donation from someone in honor of the walk.

## **Librarian's Report –**

Van Herreweghe reported:

- The 5 laws of library science include – books are for use, every person his or her book, every book its reader, save the time of the reader, the library is a growing organism.
- One Author on April 6<sup>th</sup>, Diana Abu-Jaber, 7 pm, will be coming in person.
- Electronic recycling going well
- First screening of the film series funded by endowment grant was on March 10<sup>th</sup> – The Viewing Booth
- Showed the new bookdrop design.
- Wellness in the Library webinar

- Van Herreweghe will be attending the PLA conference next week, will still respond to emails.
- MLC moving towards online registration.
- Did visit with state representative.
- St. Louis Public and County are transitioning to their shared system, but will still be requiring their own cards.
- COVID - 7 day average is 30 cases but we will continue to wear masks for now.
- City of Kirkwood – Move to Lagers pension plan delayed by city council.
- RFID project going well.
- Spotlight on Literacy – state will pay for a second storybook walk.

### **Trustees' Reports – None**

**President's Report –** Clark reported the Board will meet in person next month. Will have two surprises.

### **Committee Reports –**

Finance: Reyes-Jones reported staff have begun working on next year's budget. They met with the personnel committee today and reviewed personnel costs and then will finish the rest of the budget before presenting it to the finance committee. Quickbooks Online is going well, taking some time to get used to it, but the number of checks done in-house has been greatly reduced. Henry reviewed the endowment fund, currently at 1.693 million due to the fluctuating stock market, and higher than normal operational costs which included the new controller on the HVAC unit and a lot of snow removal. The shop volunteers have requested an extra \$1,000 in their expense budget so they can continue to purchase gift items, originally budgeted low as we were so unsure if the shop would be able to remain open all year. That will show up in the next budget amendments. The line item for the MLC system administrator is currently over budget but the Library has not received the MLC reimbursement for their shares yet.

Building and Grounds: Reyes-Jones reported the front doors have still not made it to Missouri but they are expected the end of this month. Plans for the exterior are close to being finished and a budget is being drafted. A graphic designer has designed artwork for the new bookdrop, which has been ordered.

Personnel: Price reported the committee just met to discuss the salary ranges in anticipation of the minimum wage increase.

Development: No report.

Board Operations: McLaughlin reported Nancy, Jamie and she all agreed to come back for their second terms.

### **Unfinished Business:**

- A. Approve Dress Code Update: McLaughlin made a motion to approve the new dress code, Pitt Kaplan seconded and the vote to approve was unanimous by the trustees in attendance.

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**New Business –**

A. None.

A motion was made by Price and seconded by McKee to adjourn the regular board meeting at 5:45 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, April 20<sup>th</sup> at **5:00** pm.

Respectfully submitted by Lisa Henry, Director of Operations