KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES

May 19, 2022
Kirkwood Public Library Meeting Room

Board Attendance: Clark, Harms, McKee, McLaughlin, Price, Pitt Kaplan, Reyes-Jones, Smith, Wolshock
Board Absent: None
Staff Attendance: Christa Van Herreweghe, Lisa Henry, Bill O’Bright
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: None

Minutes –

Reyes-Jones made a motion to approve the minutes of April 20th, Price seconded and the vote to approve passed unanimously by the trustees in attendance, with McLaughlin abstaining.

Staff Presentation: O’Bright reviewed his proposal for an endowment grant to update the teen room video gaming system. He would replace the current 15 year old Xbox with an Xbox Series X and subscribe to Microsoft’s Game Pass service, an online service of streamed video games. The games will be restricted to teen or below. Discussion followed about donating the current Xbox.

Librarian’s Report –

Van Herreweghe reported:

- MLC is working on a series of short training for staff, the first to focus on privacy.
- Cleaning up patron card types – there are 37 but most don’t have different settings.
- WG changed their age to get a card to 16. That makes 5 of the 9 MLC libraries.
- 21% increase in the courier service for next year. KPL receives deliveries five days a week - the state of MO LSTA funds subsidize us for 2 of those days.
- Ferguson Public library has enough people out with COVID that they were not going to be able to open today. Courtney Flesch volunteered and worked there today.
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- **KPL** – Youth Services Cataloger Lynn Bosso celebrated her 35th anniversary at the Library today.
- Evaluations starting soon in anticipation of new fiscal year starting in July and raises.
- New website grant – work starts tomorrow with a meeting of representatives from every department.
- Youth is planning outside storytimes. Summer reading events will be at Kirkwood Park, thank you to the parks department for their partnership.
- First new patrons from Scenic Regional (Franklin, Warren and Gasconade Counties) have gotten their cards at KPL.
- Summer reading kickoff – the bubble bus was amazing. We had 1,348 items circulate which compares pretty well with 2019 1,846. In 2021 – 601.
- Endowment Grant Request- to cover the salaries of a group of seasonal teen workers who would gain experience applying for a job and interviewing and then help out with the summer shelving. This would potentially give the Library a pool of possible experienced applicants for more permanent positions in the future.
- **MISSOURI** -
  - MO Legislature- a couple of pieces of legislation that would have been bad for libraries were not sent to the governor. The funding for libraries was increased but that also happened last year then the governor stripped it out.
  - Draft of new Public Library Standards was sent out today. Once these are adopted, trustees will get a copy and will review in a meeting.

**Trustees’ Reports** – Trustees remarked on how fun the Kickoff Day was.

**President’s Report** – Clark reported now is the end of the fiscal year, trustees will approve next year’s budget and look at amendments for the current year. Trustees should be thinking about what committees they would like to serve on next year and let McLaughlin know.

**Committee Reports** –

Finance: McKee made a motion to approve the finance committee minutes from April 20th, Wolshock seconded and the vote to approve was unanimous by the committee members. Henry reviewed the monthly financials, which included payments for mulch and for the payroll accountant’s processing of the quarterly taxes. Ninety-two percent of the operations budget has been received and seventy-seven percent of the expense budget has been spent.

Building and Grounds: Reyes-Jones reported the front doors were finally installed but the hardware was not delivered so the Library was without front doors for a week. The hardware has now been installed, and today they are back working on the outside trim around the doors. Painters were here doing touch up paint around the building, painted the front doors, and painted the fence in the back parking lot white, because the teens would like to paint a mural on it. The HVAC system is having issues in time for the summer heat, we are waiting on a part for one of the roof units to come in. The book drop has made it to the area and is being decorated, we hope to have it installed before school is out. We will be discussing brickwork in the next few months, we are having
some water issues on the main floor in the mystery area, same place we've had it before, the water seeps through the wall. Riggs is working to get some quotes.

Personnel: Price reported the trustees will discuss Van Herreweghe's evaluation in closed session.

Development: No report.

Board Operations: McLaughlin will organize committee assignments and mentioned upcoming events.

Unfinished Business:
A. Approve FY 23 Budget – Price made a motion to approve the FY 23 budget, Smith seconded and the vote to approve was unanimous by the trustees.
B. Approve the Updated Collection Development Policy: Van Herreweghe reviewed the policy changes. McKee made a motion to approve the updated policy, McLaughlin seconded and the vote to approve was unanimous by the trustees.

New Business –
A. Lodge FY 22 Budget Amendments– Henry reviewed the amendments, which increase the revenue budget by 1%, mainly due to receiving state aid and athlete and entertainer tax money, along with the volunteers’ strong efforts. It also decreases the expense budget by 1%, due to less expenditures in areas that were covered by grants.
B. Form Nominating Committee – Trustees discussed next year’s officers and for now the current officers will remain in their positions.
C. Approve the Staff Endowment Grant award of $1,682.32 to Bill O'Bright’s Teen Video Game System Update: Reyes-Jones made a motion to approve the award, Smith seconded and the vote to approve was unanimous by trustees.
D. Approve the Staff Endowment Grant award of $9,986 to Teen Seasonal Positions: McLaughlin made a motion to approve the award, McKee seconded and the vote to approve was unanimous by the trustees.

Reyes-Jones 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 McKee. A roll call vote was taken with the following trustees voting in favor of going into closed session: Clark, Harms, McKee, McLaughlin, Kaplan, Price, Reyes-Jones, Smith and Wolshock. The following trustees voted against going into closed session: None. The Board then went into closed session 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 Pitt Kaplan and seconded by Smith to adjourn the regular board meeting at 6:22 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, June 15th at 5:00 pm.

Respectfully submitted by Lisa Henry, Director of Operations