

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

June 15, 2022

Kirkwood Public Library Meeting Room

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

Board Absent: Reyes-Jones

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Julia McDonald

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

Introduce New City Council Liaison – Clark introduced Liz Gibbons, who reviewed some of the current events at the city, including the new Taco Buddha and possible additions to Amtrak's train schedule.

Minutes: Smith made a motion to approve the minutes of May 19th, Wolshock seconded and the vote to approve passed unanimously by the trustees in attendance.

Staff Presentation: McDonald presented on the Art Gallery endowment grant. The Art Gallery opened in 2014 under reference staff member Katie Collins, with McDonald taking it over when she left also in 2014. McDonald chooses art submitted for consideration based on that it is not determined to be offensive and it is in keeping with the library's mission statement: **The Kirkwood Public Library inspires a lifelong commitment to learning and creativity, for a more informed and connected community.** Board member Ellen Harms showed in April and May 2017.

- Art that is submitted for consideration must be accompanied by an application found on our website. The Art Gallery info is found under Services, Reference, and scroll down to Art gallery.
- Artists must be a minimum of 16 years or older. If the artist is under 18, a parent must also sign the application.
- The Art Gallery Notebook at the reference desk contains the current artist application, their inventory, templates of the application, policy, and acceptance letter. A copy of the flyer and 4ups for that artist. Also a schedule of the artists showing for this year, month by month. We are currently booked through February 2023.

- A staff endowment grant was awarded last year for the Kirkwood Human Rights Commission Art Show titled **“Look Beneath the Surface”**. Participation did not meet our expectations and grant money was left over. Covid was a likely contributor to the low turnout. Grant amount was \$1070.00, \$736.42 was used with \$334 leftover.

Librarian’s Report – Van Herreweghe reported:

- Thanks to members for serving, no one is leaving this upcoming year.
- USPS problems – mail is being stolen from outside post offices, including the one on Taylor, which has resulted in some passport applications being lost.
- New employees – The seasonal employees hired with the endowment grant fund have been a welcome addition.
- MPLD report - met w/ other medium sized libraries - lots of talk about wages, minimum wage, employee retention. Also tax rates and issues with assessments.
 - State librarian report - "Dolly Parton Imagination library" legislation passed. They did their 5 year evaluation to develop a plan for FY 23-27...required for LSTA funding. They will host a webinar about library stats from 2021.
 - Report from DBRL director whose staff just voted to unionize was fascinating. The implications of this first union library in Missouri remains to be seen.
 - Draft of new MO public library standards circulated and will be sent to trustees when finalized.
 - We went through a training module developed by Mid-Continent that talked about privacy and access issues that included scenarios and how to handle them.
- Jeff County director - met to talk about his solar panel projects.
- Summer reading in FULL SWING - we are getting new visitors because SLCL HQ is closed.
- Working on staff evaluations and the civic duty leave is getting a workout as several staff members have had jury duty.

Trustees’ Reports – None

President’s Report – Clark reviewed the accomplishments and challenges of the year – the Library received \$271,000 in grants, tagged 112,000 items for RFID, tinted windows and the skylight, changed checkout receipts, converted to Quickbooks Online, updated policies. Upcoming challenges include the exterior project, the continuing pandemic and staffing.

Committee Reports –

Finance: Henry reported the bulk of the bills for FY 22 have been paid. We are still waiting on the final building insurance bill, but it is looking like it will come a little under budget. We will be receiving the final MLC reimbursements for Heather's salary costs hopefully this week. The budget amendments slightly as closer to final numbers for everything are in, and we were able to increase expected revenue by 2% and decrease expected expenses by 3%. We have heard from the auditor and we will start working on getting ready for the audit the end of the month. We will need to have a finance meeting in July or August to meet with him and go over the

procedures. His firm did increase the cost of the audit by \$200, but it is the first increase we have had in 7 years.

Building and Grounds: The front doors are finally completely done and working. The new bookdrop was installed and now has our logo on it as well as our hours and it is snazzy. The building alarm inspections took place and everything is up to code and all of our fire extinguishers were due to be replaced, so that was taken care of. The week after the inspections one of the fire curtains randomly dropped in the middle of the night, we are thinking it was a power surge, so we did have to have Zumwalt back out to raise it. The irrigation system was turned back on for the summer and staff have been working on annual inspections and updating the inventory in preparation for the audit. Fingers crossed, the air conditioning has been working. The exterior project plans have been approved by the city and now they are working on getting monetary figures together for us and then will start going out to bids.

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

Development: Smith reviewed the history of the endowment fund – began under the Foundation, which was formed in 1996 as a tool to raise funds for the library. When the Foundation dissolved in 2017 the board took over the funds, with the goal of getting to a million dollars before the Library could begin to use them. Currently the funds are at 1.6 million. The appeal finished at \$35,015 and work will begin on a new one, with letters going out in October.

Board Operations: McLaughlin reported all trustees agreed to remain on their current committees.

Unfinished Business:

- A. Approve FY 22 Budget Amendments – McKee made a motion to approve the FY 22 budget amendments, Wolshock seconded and the vote to approve was unanimous by the trustees.

New Business – None

Smith 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 Wolshock. A roll call vote was taken with the following trustees voting in favor of going into closed session: Clark, Harms, McKee, McLaughlin, Kaplan, Price, 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 Smith and seconded by Wolshock to adjourn the regular board meeting at 6:53 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, July 20th at **5:00** pm.

Respectfully submitted by Lisa Henry, Director of Operations