KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES

July 20, 2022
Kirkwood Public Library Meeting Room, 140 E Jefferson Ave

Board Attendance: McKee, Price, Reyes-Jones, Smith, Wolshock
Board Absent: Clark, Harms, Pitt Kaplan, McLaughlin
Staff Attendance: Christa Van Herreweghe, Lisa Henry, Courtney Flesch
Guests: City Council Liaison Liz Gibbons

Call to Order

The meeting was called to order by Reyes-Jones at 5:00 p.m.

Business from the audience –

Public Comments: None

Gibbons reported on train station updates including one full year starting of two Amtrak trains stopping in Kirkwood and a grant received for 2.5 million towards the train station renovations (only $180,000 now needed). Council will be looking at a different grant opportunity for the expansion of Grant’s Trail into Kirkwood.

Minutes: McKee made a motion to approve the minutes of June 15th, Wolshock seconded and the vote to approve passed unanimously by the trustees in attendance.

Staff Presentation: Flesch presented a request for a staff endowment grant for $3,000 to go to the purchase of diverse children’s picture books for the book caboose. The book caboose spends the summer at Kirkwood pool and the winter at the recreation center and provides a variety of books for all ages for people to take and either keep or return, and is mainly stocked with books that have been withdrawn (weeded) from the library or have been donated to the Library. Picture books are the most popular item and the hardest to come by in the summer and the grant would provide a selection for the busiest times at the pool.

Librarian’s Report – Van Herreweghe reported:

- The governor signed the budget which does include increased funding for libraries, increasing state aid an extra one million dollars and athlete and entertainers tax up from $800,000 to $3.25 million, the largest increase in the history of state library funding.
- The 2021 state public library survey results are available.
- Van Herreweghe met with the school district superintendent and may partner with the County Library system to put a storywalk in the Kirkwood Early Childhood Center building (the building is in the County library district).
- The MLC does not meet in the summer due to vacations.
Kirkwood Public Library Board of Trustees
July 20, 2022

- An announcement in the KPL email newsletter about our older chairs that we have been trying to sell led to a huge response immediately and all of the chairs were sold for $500.
- Lynn Bosso ran into a patron at the park while installing a new storywalk and the patron credited the children’s room and the bookclubs run by Sandy Steinman for her children’s love for reading and their academic success.
- RFID tagging is done and the self-checkouts had a record high in June of 74% of checkouts, which frees up staff to accomplish other things.
- Summer reading continues to keep the Library busy, still seeing patrons here because County Headquarters is currently closed and the seasonal teen workers are keeping the Library caught up in shelving.
- The state aid application is completed and will be submitted tomorrow.

**Trustees’ Reports** – No reports.

**President’s Report** – No report.

**Committee Reports** –

Finance: Reyes-Jones reported the fiscal year ended with 97% of operational revenue received and 96% of the operations expense budget spent. The audit work has begun and the finance committee will be meeting in the fall with the auditor, Morgan Stanley and the city finance director. Henry reported on the financials – there is 4.6 million dollars in all of the bank accounts, not including the endowment fund. The library received 2.5 million in property taxes, over ten thousand in fines and the volunteers brought in over $28,000 in the shop and over $10,000 in items sold through Thrift Books. Over $58,000 were made through passport processing, less than pre-Covid times. Personnel expenses were under budget due to some personnel changes and grants covered much of the advertising costs. The library utilized $94,918 from the reserve budget, mainly on the meeting room updates, the new front doors, planning for the exterior project, updates in the children’s room and the skylight tinting. The library also used $87,864 in grant money, which went to Overdrive, One Author costs, summer reading and technology. Over $9,000 came from the endowment grant and included the Art Show, the podcast, the Reading 2 Connect home borrowing program, the teen grant items and the first few weeks of teen seasonal help.

Building and Grounds: Reyes-Jones reported some of the locks around the building are having issues and the locksmith is working to determine if they can be repaired or need to be replaced. The HVAC controllers have been upgraded and staff now have better access and control over the settings and the company is working on an alarm system that will better help Corrigan see any issues immediately. Heard from the landscape architect that the city has not actually completely approved the plans for the exterior project, they are “slow-walking” them and we are in a holding pattern waiting on their comments.

Personnel: No report.
Kirkwood Public Library Board of Trustees
July 20, 2022

Development: Smith reported the appeal ended the year at $35,015. The endowment fund is currently at $1,514,853 with a loss for the year of $254,564. The finance committee will be meeting with Morgan Stanley soon. The Library did send a check of $700 to Morgan Stanley to invest, from this past year’s donations.

Board Operations: No report.

Unfinished Business - None

New Business –

Approve Endowment Grant Request – McKee made a motion to approve the endowment grant request of $3,000 for children’s materials for the book caboose, Wolshock seconded. Discussion followed, with Smith expressing concern about the cost and the availability of free materials for non-Kirkwood residents. The majority approved the endowment request, with the vote as follows: McKee – yes, Price-yes, Reyes-Jones-yes, Smith-no, and Wolshock-yes.

Review Meeting Dates for FY 2023 – There will be no meeting in August. Meetings will resume in September.

Lodge Code of Ethics – the code of ethics was lodged, it is approved every two years.

A motion was made by Smith and seconded by Wolshock 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, September 21st at 5:00 pm.

Respectfully submitted by Lisa Henry, Director of Operations