

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

September 21, 2022

Kirkwood Public Library Meeting Room, 140 E Jefferson Ave

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

Board Absent: Harms, Price

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Sarah Hays

Guests: City Council Liaison Liz Gibbons, Bill Riggs, Riggs Construction

Call to Order

The meeting was called to order by Clark at 5:00 p.m.

Business from the audience –

Public Comments: None

Gibbons reported St. Peters will now be open for public parking, the city purchased two ambulances and two new stretchers, Urban Forestry has found 500 locations in Kirkwood where trees could be planted and then discussion followed about the ordinance that requires addition work on homes having a tree study (35% of tree canopy on property).

Minutes: Reyes-Jones made a motion to approve the minutes of July 20th, Smith seconded and the vote to approve passed unanimously by the trustees in attendance.

Staff Presentation: Hays requested \$284 from the Staff Endowment Grant for Shotbox, a portable studio that comes with a carrying case and which can be used for preserving family mementoes, hard to scan scrapbooks, creates high quality pictures for websites, making it good for home businesses. KPL would be the first library in the state to offer this. Success would be gauged by circulation statistics and patron feedback.

Librarian's Report – Van Herreweghe reported:

- State Library lobbyist discussed the monies available from Missouri, the recent law allowing for the jailing of school librarians which has led to St. Charles, City and County refraining from school visits and the new requirements about election registrations (KPL does not register voters, does provide forms when asked).
- Valley Park and Webster library directors will be retiring soon.
- Baker and Taylor, the main vendor for library materials, was the victim of ransomware and was shut down for two weeks. Items have started to be delivered again.
- Staff had a planning meeting with the website contractor and will be working on a more accessible website.
- Summer Reading had more kids and teens take part than in 2019. Reading Buddies was back in person, with positive feedback.
- Food For Fines will collect donations for KirkCare.

Sustainability Presentation: Van Herreweghe reviewed the sustainability efforts of the Library, stressing the importance of the building, the staff and the community's goodwill. She reviewed the property tax funding and its limitations due to the Hancock Amendment, the ongoing re-evaluations of staffing opportunities and salary ranges, and the upcoming project of sending postcards to Kirkwood addresses that don't have library cards. She also discussed the goals of the strategic plan in relation to sustainability, and efforts to decrease the Library's carbon footprint.

Trustees' Reports – No reports.

President's Report – No report.

Committee Reports –

Finance: Henry reported the finance committee had met with Bill Riggs to discuss the exterior project in detail, approved their minutes and approved establishing a two year CD with Edward Jones. The Library has received \$12,000 in property taxes, over \$12,500 in passports, the shop has made over \$5,000 and the volunteers made over \$2,000 through Thrift Books. July was a three pay period month so personnel cost were higher. Two new staff were added to medical insurance and the majority of magazine subscriptions have been paid.

Building and Grounds: Henry reported staff has been focused on cleaning up after summer reading – carpets in the children's room and meeting rooms were cleaned and the restrooms had a deep clean of the grout. The inside book drop has been decorated for Halloween, the new art gallery sign has been hung and the book caboose moved to the recreation center for the winter.

Personnel: No report.

Development: Smith reported the endowment is at 1.53 million dollars, and Morgan Stanley will be attending the board meeting next month. The committee will be meeting to discuss the appeal letter, incorporating the exterior project's details. Smith reminded trustees of the importance of their participation in donating to the appeal.

Board Operations: McLaughlin reported on the proposed changes to the bylaws, which will add another possible year to the officer terms and clarify that trustees shall not serve more than two **full** successive terms.

Unfinished Business –

Approve Code of Ethics – McLaughlin made a motion to approve the code of ethics, Pitt Kaplan seconded and the vote to approve was unanimous by the trustees in attendance.

New Business –

Exterior Project Presentation – Bill Riggs showed pictures of the proposed outside project, which will add benches and wall seating, two new trees and a multitude of new plants for a

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garden setting that will be inviting and allow for Library activities to take place outside. Solar options will provide lighting and places for patrons to power their electronics. Landscaping costs will be over \$48,000 and the rest of the project, including brickwork on the west wall, all of the concrete work will be another \$168,429.

Lodge Holiday and Closing Schedule 2023 – No changes to the paid holidays or closed days, other than dates.

Lodge Bylaws Update – the change in the bylaws will be approved in October.

Approve Staff Endowment Grant Request –Smith made a motion to approve Hays' request for \$284 for Shotbox Photo Studio, Pitt Kaplan seconded and the vote to approve was unanimous by the trustees in attendance.

A motion was made by Smith and seconded by Wolshock to adjourn the regular board meeting at 6:15 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, October 19th at **5:00** pm.

Respectfully submitted by Lisa Henry, Director of Operations