

# KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

February 15, 2023

**Kirkwood Public Library Meeting Room, 140 E Jefferson Ave**

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

Board Absent: Price, McKee

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Courtney Flesch, Rachel Johannigmeier

Guests: City Council Liaison Liz Gibbons

## **Call to Order**

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

## **Business from the audience –**

Public Comments: None

Gibbons discussed the test run of the narrowing of Kirkwood Road, which will happen mid-April-June. The city is working on the budget and the water department is considering rate increases. KPAC is hosting an art exhibit and the artist is there tonight until 7.

**Minutes:** McLaughlin made a motion to approve the minutes of January 18th, Smith seconded and the vote to approve was passed by the trustees in attendance.

**Staff Presentation:** Flesch and Johannigmeier reviewed their proposal for summer seasonal employees. Funding would support three Customer Service/Youth Services associates who will help with shelving and support YS staff with tasks such as passing out summer reading prizes. It will also cover the costs of a Reading Buddies Program Coordinator, a position that is no longer covered by the state summer reading grant. This job entails interviewing the teens who will be the big buddies, pairing up the big and little buddies and choosing the books for sixty readers. The request is for \$19,764, to cover 360 hours for the CS/YS associates at \$12 an hour and 360 hours for the Reading Buddies Coordinator at \$15 an hour.

## **Librarian's Report –** Van Herreweghe reported:

- Staff attended an ALA webinar regarding the Inflation Reduction Act and there will potentially be opportunities for building projects such as solar panels, replacement windows, roof repair and HVAC upgrades, related to sustainability.
- Van Herreweghe attended Legislative Day in Jefferson City last week, with 90 other librarians and trustees, visited Kirkwood's representatives and heard from the Secretary of State, who admitted large percentage of the comments received about his rule were negative and he will tweak it but is still going forward with it.
- The MLC talks regarding percentages are still ongoing. UCity's basement flooded and much of their stored works were underwater.

- Staff met with the new Kirkwood PR person and the new KPAC director and are excited to work with them going forward.
- Van Herreweghe then presented on the exterior project, showcasing the history leading up to the planning of the project (the death of the copper beech trees, the desire of staff for better outside areas for programs), the beginning stages (meeting with first an architect, then a landscape architect), and the city approval process, which has led to their requirement that pavers are used instead of concrete. She showed the example of a paver that staff had just received today. The budget has gone back to the drawing board, waiting for quotes to see what the price difference will be.

**Trustees' Reports – None.**

**President's Report** – Clark thanked Van Herreweghe for her work with the MLC on updating percentages owed by each library.

**Committee Reports –**

**Finance:** Reyes-Jones reported they will wait another month to pass their minutes until all committee members are present. The budget amendments were updated with the endowment fund grant money added to the incoming revenue. Henry reported 93% of the tax revenue has been received, passports brought in over \$14,000 in January and the Library received \$11,000 in grants. Baker and Taylor is back to normal so materials are coming in on time invoices are getting caught up, which is why the materials budget was higher in January than it has been. Henry also reported the passing of Jackie Carpenter, a former president of the Friends of KPL organization, who was a passionate supporter of the Library, most recently working in the shop and with the crafters. Her obituary will be in the Webster Kirkwood Times and her memorial will be in March.

**Building and Grounds:** Reyes-Jones reported HVAC issues continue, as the new controller continues to override settings and staff will be starting to look at different options for a new system.

**Personnel:** No report.

**Development:** Smith reported the endowment fund is currently at \$1,615,290, and the appeal has raised \$31,415 for the exterior project. All trustees have now donated and Smith passed out treats in appreciation.

**Board Operations:** None.

**Unfinished Business –**

**Approve Budget Amendments-** Reyes-Jones made a motion to approve the budget amendments, Wolshock seconded and the vote to approve was unanimous by the trustees in attendance.

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**New Business –**

**Lodge Policy Update** – Van Herreweghe reviewed the policy updates, which removes references to proctoring, as the Library no longer provides the service.

**Approve Endowment Fund Grant Request** – Smith made a motion to approve the grant request of \$19,764, McLaughlin seconded and the vote to approve was unanimous by the trustees in attendance.

A motion was made by Reyes-Jones and seconded by McLaughlin to adjourn the regular board meeting at 6:05 pm, which passed by unanimous vote of the Trustees in attendance.

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

Respectfully submitted by Lisa Henry, Director of Operations