

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

March 15, 2023

Kirkwood Public Library Meeting Room, 140 E Jefferson Ave

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

Board Absent: None

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Mel Lambert

Guests: None

Call to Order

The meeting was called to order by Clark at 5:06 p.m. (technical difficulties)

Business from the audience –

Public Comments: None

Minutes: Harms made a motion to approve the minutes of February 15th, McLaughlin seconded and the vote to approve was passed by the trustees in attendance.

Staff Presentation: Staff Endowment Grant Request for Free Period Products in the Restrooms – Lambert requested \$4,765.99 to go towards safe and hygienic products for staff and patrons, utilizing the Aunt Flow program to install dispensers for tampons and pads in five of the restrooms (all but the main floor men's). This would cover enough product for five years. The proposal includes a drill bit for installing.

Librarian's Report – Van Herreweghe reported:

- **State:** The MO Library lobbyist is tracking all the recent bills that offer the SOS rule as part of their text. Public libraries statewide are learning to prepare and submit fiscal notes. There is now a new amendment to a bill that limits libraries as a taxing district with regards to control over land use, "No public library or public library district shall expend the proceeds of any tax, fine, fee, or borrowed funds to acquire inventory for the purpose of lending an item to the public unless the item is a book, periodical, manuscript, map, recording, music, image, electronic resource, or other similar item cataloged by the Library of Congress at the time of purchase." This does not cover computers, hot technology, etc.
- **MLC:** KPL successfully renegotiated the % paid for the Polaris catalog system and the System administrator. KPL had been paying 29.44% and starting FY24 it will be 25%. This year that would have saved \$8500. UCPL is under renovation and last month had a water main break in the basement, with a \$650,000 insurance claim. Maplewood is asking for a tax increase in April for a bond issue for 3+ million to deal with building issues. Ashley the director is fairly new there, they had their roof replaced six months

ago and it leaked in the last rain storm. Webster's new director has attended her first MLC meeting and has had lunch with Christa.

- **KPL:** Grant news – Nick O'Neal applied for an "Access and innovation fund" grant through the MO Library association and it was awarded for a new large format printer – \$4,800. Chelsea received a grant for a "Charlie Cart" – it is a type of mobile kitchen to do more cooking classes and demos for \$13,500 – food literacy has taken a front stage lately. Bill O'Bright was successful in a grant application for early literacy ipads and 3d printer for \$6,000.
- An invite to KPL district residents to get a card has been designed and will go out soon.
- A volunteer appreciation event has been planned for April 15th.
- Exterior Project -Pavers require a new plan and permit, those are in the works. There is a little bit of question about the concrete leading from the parking lot to the door but anticipate the administrative part of this being done within 4-6 weeks. That means the project won't be done by summer reading kick off (May 20) so we have a little time. Plan to put out to bid as soon as we get the plans.
- Website – Nick has finished the majority of work on the website, and photographer Mary Butkus will create a bunch of "stock photos" all set HERE at KPL and using our events and staff.
- Strategic plan focus – Lifespan engagement- Part of this Objective is to be sure we have programs and services for everyone throughout their life, not leaving any age group out. One focus was on intergenerational programming and the cooking classes are one example of this. The resurrected Teen Advisory Board has been VERY active and another great example was TAB members writing to HomeServices members during lockdown.

Trustees' Reports – McLaughlin mentioned a patron told her they were disappointed the corner office is not a public space, as the corner windows are there. Van Herreweghe explained it is not a comfortable space, the windows make it hard to regulate the temperature and it had been originally the teen room, but the teens outgrew the space and needed more room.

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

Committee Reports –

Finance: McKee made a motion to approve the building and grounds and finance committee meeting minutes of December 7th, Wolshock seconded and the vote to approve was unanimous by the committee members. Wolshock made a motion to approve the finance committee minutes of January 18th, McKee seconded and the vote to approve was unanimous by the committee members. Reyes-Jones reported staff are currently working on the 2024 budget. The next step will be the personnel committee reviewing the personnel costs and then the finance committee reviewing the entire budget. Henry reported 99% of the revenue budget has been received, with appeal money still trickling in. In February the library received \$10,000 in passports, \$7,550 in grants, \$2,409 in shop revenue and \$3,449 in interest. The library has spent 62% of the operations budget so far, and in February the largest non-personnel cost was to the MLC for the annual Polaris cost.

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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. The painter completed the spring touch ups around the building and the carpets have been cleaned.

Personnel: Price reported they will be working on Van Herreweghe's evaluation soon.

Development: Smith reported the endowment fund is currently at \$1,571,374 and the appeal has raised \$32,106 for the exterior project.

Board Operations: McLaughlin reported Clark, Smith and Wolshock will be remaining on the board and the committee will meet soon to work on committee assignments.

Unfinished Business –

Approve Policy Update Removing Proctoring- Reyes-Jones made a motion to approve the changes taking mentions of proctoring out of the manual, Price seconded and the vote to approve was unanimous by the trustees in attendance.

New Business –

Lodge Food for Fines Policy Revision – Van Herreweghe reviewed the policy updates, which allows food donations to apply to fees as well as fines.

Approve Endowment Fund Grant Request – Reyes-Jones made a motion to approve the grant request of \$4,765.99, McKee seconded and the vote to approve was unanimous by the trustees in attendance.

A motion was made by Smith and seconded by Price to adjourn the regular board meeting at 5:44 pm, which passed by unanimous vote of the Trustees in attendance.

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

Respectfully submitted by Lisa Henry, Director of Operations