

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

May 17, 2023

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

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

Board Absent: Reyes-Jones

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

Guests: City Council Liaison Liz Gibbons

Call to Order

The meeting was called to order by Clark at 5:01 p.m.

Business from the audience –

Public Comments: Gibbons reported the Kirkwood Road demonstration has ended and the comments she has received have not been favorable. Tomorrow will be the second reading for the dispensary and she will be asking for different hours and a higher fence. Other items in front of council include a request for parking only on one side of Dougherty Place.

Minutes: McLaughlin made a motion to approve the minutes of April 19, McKee seconded, Clark abstained and the vote to approve was passed by the remaining trustees in attendance.

Staff Presentation: Lambert reported on the passport procedures staff must follow. They had the most ever passports this January, with February and March also higher than usual and by June will surpass all of last calendar year. Staff must be at least 18, a citizen, a permanent employee, must take online training and pass exams every year. Takes about 6 months until an employee is able to process a passport on their own. Paperwork is filed annually and they are inspected by the state department usually every year (this year the inspector said they are the gold standard). While the Library receives \$35 for each passport there are expenses such as mailing costs, making copies, etc.

Librarian's Report – Van Herreweghe reported:

- **State:** The legislative session ended with library funds restored and the Secretary of State's rule becoming true and binding.
- **MLC:** The MLC passed their budget for fiscal year 2024. They are in discussion about potentially leaving Polaris for Missouri Evergreen, which would possibly save KPL \$12,000 and provide access to over 3.9 million items. Would not happen until 2024.
- **KPL:** Summer Reading begins on Saturday, with activities from 10 am to noon (including the bubble bus). Karen Young received a grant to attend St. Louis Regional Network conference. Staff met with the Baker and Taylor rep and Van Herreweghe met

with the Jefferson County director. Bill O'Bright has taken a job in IT and will be leaving the library next week.

- Strategic Plan: Summer Reading will be focusing on ongoing goal of sustainability, with environmentally friendly prizes.

Trustees' Reports – None.

President's Report – None.

Committee Reports –

Finance: The committee will wait to approve their minutes next month when Reyes-Jones is back. Henry reported 106% of budgeted revenue has been received, with some appeal money still coming in. April saw \$8330 in passports, \$11,000 in grant money, and the shop made \$2,845. The MLC reimbursed the library for system admin Heather's personnel costs and 75% of the operations budget has been spent. Next month the board will approve the final budget amendments. The endowment grant still has \$19,167 left.

Building and Grounds: Henry reported the building is decorated and ready for summer reading and building inspections (of alarm systems) will be next week. Next week the book caboose will be moved to the pool.

Personnel: Price reported they will be presenting Van Herreweghe's evaluation in closed session. Pitt Kaplan made a motion to approve the committee's minutes, Wolshock seconded and the vote to approve was unanimous by the committee.

Development: Smith reported the endowment fund is currently at \$1,610,125 and the appeal has raised \$33,521 for the exterior project.

Board Operations: McLaughlin presented the slate of officers for the upcoming fiscal year:

Clark, President
Smith, Vice-President
Price, Secretary
McKee, Treasurer

McLaughlin then made a motion to approve the slate of officers, Wolshock seconded and the vote to approve was unanimous by the trustees in attendance.

Unfinished Business –

Approve FY 24 Budget- The budget has been updated with the addition of state aid and potential appeal donations to balance. Wolshock made a motion to approve the budget, McKee seconded and the vote to approve was unanimous by the trustees in attendance.

Approve VHS Conversion Policy Update – McLaughlin made a motion to approve the update, Price seconded and the vote to approve was unanimous by the trustees in attendance.

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New Business –

None

Price 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 Price and seconded by Wolshock to adjourn the regular board meeting at 7:10 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, June 21st at **5:00** pm.

Respectfully submitted by Lisa Henry, Director of Operations