

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

June 21, 2023

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

Board Attendance: Harms, McLaughlin, McKee, Pitt Kaplan, Price, Reyes-Jones, Smith, Wolshock
Board Absent: Clark
Staff Attendance: Christa Van Herreweghe, Lisa Henry
Guests: None

Call to Order

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

Business from the audience –

Public Comments: None

Minutes: McLaughlin made a motion to approve the minutes of May 17th, Reyes-Jones seconded, and the vote to approve was passed by the remaining trustees in attendance.

Staff Presentation: Van Herreweghe presented on the current Strategic Plan, which was developed in 2019 after working for six months with a consultant. The plan was for 2020-2024, and each month the board receives updates from the different committee in the board packet dashboard. The DEI committee has focused on training all new hires, sending monthly tips, working on diversifying the collection and reviewed policies and hiring practices. The community engagement and lifespan engagement committees have held pop up library events, expanded outreach, grew the teen advisory board, expanded social media, marketing opportunities and partnerships. The podcast also grew out of these committees. Technology has rolled out new library app, switched to RFID, expanded printing options and grown the security. The sustainability committee has added personnel software and Quickbooks Online, reducing paperwork, added LED lights and tinted windows, added a bike repair station and water bottle filler, and improved staff benefits, such as increasing starting pay and adding sick and vacation leave for part timers. Due to the library being unable to focus on the plan for the couple of years of Covid Van Herreweghe suggests extending the timeframe of the current plan to allow staff to complete their goals.

Librarian's Report – Van Herreweghe reported:

- **MLC:** The MLC is continuing their discussion about potentially joining Missouri Evergreen, the fastest growing library consortium in the world, allowing access for our patrons to over 3.9 million items, and Henry will attend their special meeting next Wednesday, as they meet with Steve Potter from MO Evergreen.

- **Kirkwood City:** Van Herreweghe attended the first in-person department head meeting since Covid and the city's financial report was discussed.
- **KPL:** Nearly 800 people attended Summer Reading Kickoff in May, and the flower pot giveaways ran out in 45 minutes. Mel Lambert will be presenting at the MU Extension conference in September. Managers are currently doing staff evaluations.
- **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: McKee reported he has begun approving bills and bank reconciliations and the committee voted to approve their minutes from April 19th. Henry reported on the May financials – revenue included almost \$4,000 in interest, second payments for state aid and athlete and entertainer tax, another over \$5,000 in passports and the shop made over \$3,000. Under Expenses in May the library paid Corrigan under maintenance and repair for ongoing HVAC repairs and Operations included exterior window cleaning and the inspections. Programming included summer reading costs – programs, prizes, the bubble bus, etc.

The endowment grant for the year is \$46,207 with \$19,167 left.

Building and Grounds: Reyes-Jones reported today was the deadline for the contractor bids for the exterior project and Riggs was the only one submitted. The proposal included pavers instead of concrete and the amount quoted was \$170,000. The budget for the project will come from reserves (\$100,000 set aside for the project), the appeal (\$35,281 raised so far) and the endowment (\$19,987 was approved last year). This leaves \$14,732. McKee made a motion to approve Riggs Construction as the general contractor for the project, with future appeal donations used to cover the remaining costs, Reyes-Jones seconded and the vote to approve was unanimous by the trustees in attendance. Reyes-Jones reported the emergency equipment building inspections were conducted and two specialty batteries had to be purchased but the systems all passed.

Personnel: Price reported they will be discussing Van Herreweghe's goals for the year in closed session.

Development: Smith reported the endowment fund is currently at \$1,575,377 and the appeal has raised \$35,281 for the exterior project.

Board Operations: McLaughlin presented the committees for the upcoming fiscal year:

Finance- McKee - chair, Reyes-Jones, Wolshock

Personnel – Price – chair, McLaughlin, Pitt-Kaplan

Development – Smith – chair, Price, McKee

Board Ops – McLaughlin-chair, Pitt-Kaplan, Harms

Building and Grounds – Reyes-Jones, chair, Wolshock, Harms

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Project Management Ad-Hoc Committee: The committee will approve their minutes at the next meeting when Clark is in attendance.

Unfinished Business –

Approve FY 23 Budget Amendments- The budget amendments include adding \$65,164 to the revenue budget (state aid and athlete and entertainer tax, more passports, more interest and donations) and decreasing the expense budget by \$29,106. By spending less than what came in, the reserves will grow for future projects. McKee made a motion to approve the amendments, Price seconded and the vote to approve was unanimous by the trustees in attendance.

New Business –

Meeting Dates – the dates for the board meetings for the upcoming fiscal year were provided.

Lodge Collection Development Policy – Van Herreweghe reviewed the changes to the policy which reflect the Secretary of State's rule and states the responsibility for materials used by minors rests completely with the parents or legal guardians.

McLaughlin 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 Reyes-Jones. A roll call vote was taken with the following trustees voting in favor of going into closed session: Harms, McKee, McLaughlin, Kaplan, Price, Reyes-Jones, 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 McKee and seconded by Reyes-Jones to adjourn the regular board meeting at 6:50 pm, which passed by unanimous vote of the Trustees in attendance.

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

Respectfully submitted by Lisa Henry, Director of Operations