

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

July 19, 2023

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

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

Board Absent: None

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Karen Young

Guests: Liz Gibbons, City Council Liaison

Call to Order

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

Business from the audience –

Public Comments: Gibbons discussed Wallace Ward's resignation and the appointment of Kara Wurtz, the public meeting next Tuesday on the proposed lane reduction of Kirkwood Road and the demolition permit approved for the inside of the building where Four Hands will go.

Minutes: Reyes-Jones made a motion to approve the minutes of June 21st, Wolshock seconded, and the vote to approve was passed by the remaining trustees in attendance, with Clark abstaining.

Staff Presentation: Karen Young, Manager of Cataloging and Acquisitions, presented on the process of ordering materials for the Library, overseeing invoicing and processing, the tedious task of cataloging items and the changes she has made in the department over the last year – simplifying stickers on materials, starting EDI ordering, finding new alternative vendors.

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 will be meeting in September to vote.
- **Kirkwood City:** At the city department head meeting Jonathan Raiche mentioned his meeting with Mel Lambert and was excited about collaborating with her.
- **KPL:** Practicum student Liz Petrie was able to write the bulk of three new grants in her short time with the Library. Van Herreweghe will be meeting with the chair of the Kirkwood Arts Commission next week. The Charlie Cart has been well used, with youth services even making pasta.

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Trustees' Reports – McLaughlin commented how easy the summer reading website is to navigate.

President's Report – None.

Committee Reports –

Finance: McKee reported the Library received over \$11,000 more than the revenue budget for the fiscal year and spent 97% of the expense budget. Under Reserves only \$58,826 was spent, leaving close to \$600,000 still in reserves. Over \$86,000 of grant funds were spent, with \$104,000 left to spend. McKee reminded trustees to fill out the audit questions and return to Keith Slusser. The finance group will be meeting with him shortly to discuss the upcoming audit process and with Morgan Stanley as well. Henry reported in June the Library received \$2300 in interest, \$4000 in passports and the shop made almost \$3000. June was a three-pay-period month so personnel costs were higher than normal, the building insurance and annual elevator maintenance were both paid and Programming includes summer reading prizes and presenters. The Library received a \$13,000 refund for the AWE computers that had multiple issues. The endowment grant for the year is \$46,207 with \$19,167 left.

Building and Grounds: Reyes-Jones reported Riggs is waiting on final electrical design and is hoping to have paver selections soon. Once those pieces are finalized it will go to the city for final approval. Riggs is also working on a design for the front lobby to turn the unused free newspaper shelves into donation bins for KirkCare and for books. There will also be space for other donations received during different times of the year and it can easily be changed out if it doesn't work. The annual building inspection was completed and Riggs will be working on a few areas, a new water stain appeared on the south wall of the children's department and a lot of areas outside need caulking.

Personnel: Price reported long term goals were discussed with Van Herreweghe and she and Ben will be meeting with her to review the ideas.

Development: Smith reported the endowment fund is currently at \$1,577,917 and the appeal has raised \$35,531 for the exterior project. Smith reviewed the school district foundation's website where they do their paver orders.

Board Operations: No report.

Project Management Ad-Hoc Committee: Pitt Kaplan made a motion to approve the committee minutes, Wolshock seconded and the vote to approve was unanimous by the committee members.

Unfinished Business –

Approve Collection Development Policy Changes- Van Herreweghe reviewed the changes which were based on language from the attorney for MPLD and reflect the Secretary of State's rule. McLaughlin made a motion to approve the changes, McKee seconded and the vote to approve was unanimous by the trustees in attendance.

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New Business –

August Meeting – Clark cancelled the August meeting, and the board will reconvene in September.

A motion was made by McKee and seconded by Smith to adjourn the regular board meeting at 5:57, which passed by unanimous vote of the Trustees.

The next regular board meeting will be on Wednesday, September 20th at **5:00** pm.

Respectfully submitted by Lisa Henry, Director of Operations