

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES

October 18, 2023

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

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

Board Absent: Harms, McKee, Reyes-Jones

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

Guests: Liz Gibbons, City Council Liaison, Keith Slusser, *Fick Eggemeyer and Williamson*

**Call to Order**

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

**Business from the audience –**

Public Comments: Gibbons discussed the purchase of A-Mrazek's property for Public Works, St. Peter's request for Jefferson Ave closure, and city council's defeat of the proposed Lagers pension plan for city employees.

**Minutes:** Wolshock made a motion to approve the minutes of September 20, Smith seconded, and the vote to approve was passed by the trustees in attendance.

**Staff Presentation:** Manager of Cataloging and Acquisitions Karen Young requested \$4,207.30 from the Staff Endowment Grant for a five year subscription to WebDewey, which will replace the four volume 20 year old physical copies. This will speed the cataloging process up for staff and get items out to patrons in a timely and more consistent fashion. Pitt Kaplan made a motion to approve the request, McLaughlin seconded and the vote to approve was unanimous by the trustees in attendance.

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

- **MLC:** During the MLA conference the MLC met with MO Evergreen and State Library representatives, as the State Library will be providing one grant for all the libraries to join Evergreen (estimated to be \$145,000). The MLC will sign an MOU with Equinox, which hosts the Evergreen system. They discussed MLC libraries serving on Evergreen committees and billing for lost items.
- **Kirkwood City:** At the city department head meeting it was announced the city is budgeting for a substantial increase for health insurance next year.
- **KPL:** A Kansas librarian called to ask about the Aunt Flow program, which the board funded through an endowment grant last year. Jigisha Patel and Van Herreweghe presented on AI and using chat GPT for the podcast at the MLA conference. Other notable sessions at the conference included one on engaging with news media and the keynote speech from the ALA President. Van Herreweghe received a complaint about a book on the book caboose, but then later at the One Author event was complimented on

the book caboose by a KPAC employee. Over 100 people attended the One Author event, and it was featured in the STLToday Best Bet for the week. Staff in-service day will be November 10<sup>th</sup> and trustees will be invited for lunch. Price will be a guest speaker (LWV and CIVICS).

- **Meetings:** Van Herreweghe met with the state archivist and discussed their efforts to digitize local government records. Liz Gibbons and John Burns came by to discuss different intensity lighting and the effects of lighting on bird migration and wildlife. A teen program might be developed.

**Trustees' Reports** – Smith thanked Van Herreweghe for helping the Historical Society, and Wolshock thanked Van Herreweghe and Jigisha Patel for getting her information on Lynne Hayne's Alzheimers program and resources.

**President's Report** – Clark reiterated the positives of the audit, expenses were kept down and the use of Quickbooks Online has been productive.

### **Committee Reports –**

**Finance:** Wolshock reported the finance committee had just met with the auditor to get the full review of the audit and they voted to approve the audit. The full board will approve it in November. There will be a budget amendment and change in the reserves to reflect the cost of the HVAC replacement. Henry reported after the first three months the Library has spent 25% of the expense budget and expenses included purchasing calendars and finishing up the summer reading programming bills.

**Building and Grounds:** Wolshock reported the engineer for the exterior project has had to add some detail to the plans as requested by the city and then the city should approve them. Staff have been working with Corrigan to determine the timing of the HVAC project, and it would cost a minimum extra \$12,000 to wait until after summer reading so the project will be going forward before summer reading instead. The hope is to begin the second week of January, weather permitting.

**Personnel:** Price reported the committee met and reviewed the tuition policy and the vacation/sick leave policy and recommended the changes that will get them more in line with the city policies.

**Development:** Smith reported the endowment fund is currently at \$1,527,955 and appeal donations continue to come in, currently \$35,731 has been raised.

**Board Operations:** No report.

### **Unfinished Business –**

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**Approve Meeting Room Policy:** McLaughlin made a motion to approve the meeting room policy, Wolshock seconded and the vote to approve was unanimous by the trustees in attendance.

**Approve Vacation/Time Off Scheduling Policy for All Staff:** Smith made a motion to approve the policy changes, Pitt Kaplan seconded and the vote to approve was unanimous by the trustees in attendance.

### **New Business –**

**Lodge FY 23 Audit:** Slusser reviewed the audit, an unmodified, clean opinion with no material weaknesses. He praised staff's new paperless system, which allows for him to review everything online.

**Lodge Holiday/Closed Schedule for 2024:** Van Herreweghe reviewed the schedule, which includes the same 11 paid holidays for staff as last year.

**Lodge Appendix B Revision:** Van Herreweghe reviewed the change, which would remove the large format printing cost rubric completely.

**Lodge Tuition Reimbursement Policy Update:** Van Herreweghe reviewed the policy update, which would increase the possible tuition reimbursement to \$4,000 a year and states if the employee leaves within a year they must pay the full reimbursement back.

**Lodge Employee Leave Policy Update:** Van Herreweghe reviewed the updates to the leave policy, which changes part-time staff time off to PTO and allows them to roll it over into the next year. The policy also grants three weeks paid parental leave to both full and part time employees.

**Lodge FY 24 Budget Amendments and Reserves Update:** Henry reviewed the amendments, which would add \$9000 in revenue under interest, and adjusts Adult Books (adds \$8600) and the Audit (an extra \$400 for price increase) and the Reserves Plan update, which increases the amount for the HVAC to \$600,000 and adds it to this fiscal year.

A motion was made by Price and seconded by Wolshock to adjourn the regular board meeting at 5:58, which passed by unanimous vote of the remaining Trustees in attendance.

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

Respectfully submitted by Lisa Henry, Director of Operations