

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES

January 17, 2024

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

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

Board Absent: Smith

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Nick O'Neal

Guests: City Council Liaison Liz Gibbons

**Call to Order**

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

**Business from the audience –**

Public Comments: Gibbons reported council will be discussing the bonds for the A-Mrazek property, which will house public works, electric and recycling. Included in that will be a new fire truck, pump stations and community center improvements. Transportation Development District will be on the ballot with a half cent sales tax increase to improve streets.

**Minutes:** McKee made a motion to approve the minutes of November 15, Wolshock seconded, and the vote to approve was passed by the trustees in attendance, with Clark and McLaughlin abstaining.

**Staff Presentations:** Manager of IT Nick O'Neal requested \$13,130 from the staff endowment grant for the Hot Technology and Hot Reads collections, to increase the quantity and variety and to provide the opportunity for patrons to try something new or fun. This will include a third VR gaming headset, as the other two are in such high demand, Roku devices for streaming services, a recording microphone, noise canceling headphones, a portable green screen, a paper shredder and a sewing machine, along with other items. Henry requested some of the funding go towards the Hot Reads collection, as there will be an influx of titles released in March and June.

Van Herreweghe reported for Nic Champion on his staff endowment grant request for \$1,631 for another film series, to be shown on Monday nights at the Kirkwood Performing Arts Center. Much of the money will go towards advertising.

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

- **State:** Mel Lambert has recorded webinars for the state and was a featured library employee for MLA recently. February 6<sup>th</sup> Van Herreweghe will report to Jefferson City for Library Advocacy Day, and hopes to connect with local representatives and the four candidates for Secretary of State. The state library is looking at possibly covering the costs of Web Dewey.

- **MLC:** Work continues on preparing for the transition to MO Evergreen, and a committee will be looking at Aspen, an overlay possibility that will show all versions of an item available in the catalogue in one place. The MLC is also looking to streamline policies amongst the libraries and Brentwood is asking for a 21 cent increase to pay for a new library that will double their space.
- **KPL:** The city reported the medical insurance will be increasing 16 percent this year and work has begun on the personnel budget, which still needs 12 percent increases to get to \$15 starting wage. Van Herreweghe thanked Harms and Wolshock for serving as judges for the staff photo contest during in-service day. Her work on the cookbook committee has finished, with the committee recommending twelve cookbooks and the library receiving 68 free cookbooks. The library was awarded the \$10,000 summer reading grant.
- **Conferences:** Van Herreweghe attended the MPLD conference and sat in on a panel discussion on fund-raising and a visit with the state library attorney.

**Trustees' Reports – None.**

**President's Report –**Clark thanked Smith for her work on the appeal and Van Herreweghe on her many committee contributions.

**Committee Reports –**

Finance: McKee reported the finance committee met directly before the board meeting and approved their July minutes, then Wolshock made a motion to approve their October minutes, Price seconded and the minutes were approved by the trustees who had attended the meeting. McKee reported the committee had agreed upon \$49,010 (3% of the endowment fund's December total) for the staff endowment grant for 2024. The Hot Tech grant requested would finish up the 2023 grant and the film series grant would be the first for 2024. As of the end of December the library has received 67% of the revenue budget and spent 52% of the operations budget. Nearly 35% of the budget for the HVAC project has been paid so far. Henry reported the Library received over 1.5 million in property taxes, over \$38,000 for the appeal and the shop made \$5,450. December was a three pay period month so personnel costs are higher than most months. The Library's phone service has switched from AT&T to Clearfly, at a lower cost.

Building and Grounds: Reyes-Jones reported the HVAC project has begun and the third floor is chilly. The final plans for the exterior project are with the city. Staff is looking at upgrades for the restrooms, the computer lab and the carpet as we hit the 15 year mark on everything.

Personnel: None.

Development: Henry reported the endowment fund is currently at 1,633,175 and appeal donations continue to come in, currently \$43,366 has been raised, with over 100 pavers sold.

Board Operations: McLaughlin reported Clark will be leaving the board at the end of his term and trustees should be thinking of possible candidates.

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**Unfinished Business –**

**None**

**New Business –**

**Code of Ethics** – the trustees signed the code of ethics policy.

**Lodge Updated Fines Policy** – Van Herreweghe reviewed the proposed changes to the borrowing policies, which remove fines for Hot Reads and ILL's and increases the amount sent to collections to \$100.

**Approve the Hot Technology/Reads Collection Expansion** – Reyes-Jones made a motion to approve the staff endowment request for \$13,130, McKee seconded and the vote to approve was unanimous by the trustees in attendance.

**Approve the Film Series Request** – McKee made a motion to approve the staff endowment grant request of \$1,631, McLaughlin seconded and the vote to approve was unanimous by the trustees in attendance.

A motion was made by Clark and seconded by McKee to adjourn the regular board meeting at 6:07, which passed by unanimous vote of the Trustees in attendance.

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

Respectfully submitted by Lisa Henry, Director of Operations