

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
July 17, 2024
Kirkwood Public Library Meeting Room, 140 E. Jefferson Ave.

Board Attendance: Harms, McKee, McLaughlin, Missey, Pitt Kaplan, Reyes-Jones, Smith
Board Absent: Wolshock, Price
Staff Attendance: Christa Van Herreweghe, Lisa Henry
Guests: City Council Liaison Paul Schaefer

Call to Order

The meeting was called to order by Smith at 5:05 p.m. She then introduced new trustee Steve Missey and had trustees introduce themselves.

Business from the audience –

Public Comments: None.

Minutes: McKee made a motion to approve the minutes of May 15th, Reyes-Jones seconded, and the vote to approve was passed by the trustees in attendance, with Missey abstaining.

Staff Presentations: None.

Librarian's Report – Van Herreweghe reported:

- **State:** State legislature is not in session but the governor signed the budget with steady funding for libraries for this fiscal year.
- **MLC:** MLC doesn't have regular meetings in the summer but are holding meetings for the upcoming migration. Missouri Evergreen will have over 70 libraries after the 9 of the MLC libs join so they have done this many times. A fairly small library just completed their migration so some statistics were shared: patrons migrated - 352 bringing MEC to 713,787 Bibs: 15,327, after deduplication 4,457, total for MEC 1,385,154 Items: 12,139 bringing the MEC total to 4,451,258 by comparison, St. Louis County has the most active patrons in MO, they have 787,000. The MLC has about 93,000 so after the MLC joins, MEC will have more patrons than SLCL. SLPL has the most ITEMS of any library in the state, about 3.95 mil. MEC is at 4.45 so it is already the biggest collection.
- **KPL:** As of today, signups in every summer reading category surpassed last year. The general manager of KPAC, Liz Crabtree, is thrilled with the Wacky Wednesday programs the Library is hosting there. Great progress is being made outside.
- **Grant News:** Van Herreweghe will attend a training in Indiana that focuses on civics related data and how to use it to develop new programs and how to provide data to the community. A \$250 stipend will cover most of the costs. Nico finished the digital archives clean up and files were uploaded last week to MO Digital Heritage, where they

will be hosted by the state at no cost to us. A staff endowment grant covered Nico's hours working on the project.

- **Meetings:** Van Herreweghe attended the Missouri Public Library Directors meeting, which included a panel of Secretary of State candidates, including Kirkwood's state rep Barb Phifer.
- **Board of Education:** Sunshine law review: The Library is a public body and conducts business in public. Communications to a quorum are records and subject to sunshine law requests. Other key components - meetings (including sub committees) are posted at least 24 hours in advance, may go into closed session for a variety of reasons and there are good examples in the Attorney General's booklet. For as long as Van Herreweghe has been here, closed sessions have been called for personnel issues – mainly her evaluation. If there ever was a bidding situation for real estate that would be a closed session topic. Minutes are kept for all meetings. A quorum is required to conduct business. Henry is the "custodian of records" so that is why Van Herreweghe always copies her on anything sent to the board. Library staff will develop agendas and post them in most cases.

Trustees' Reports – None.

President's Report – Smith thanked Van Herreweghe for the cookies and the trustee group photo.

Committee Reports –

Finance: McKee reported the fiscal year ended with 101% of revenue budget received and 96% of the operations expense budget spent, allowing an increase to the reserves. Staff have begun getting ready for the audit. Henry reported in May and June the Library received over \$278,893 in property taxes, over \$8,000 in interest, \$9,000 in passports and the shop brought in over \$4,000. The Library also received another \$10,500 in State Aid and \$11,934 in Athlete and Entertainer tax. We did end up slightly over a few budget line items, including building insurance which increased. Under the consortium costs the Library will be reimbursed this month for Heather's (the MLC system admin) payroll costs and the courier fee was paid late last year so two payments were made this fiscal year. Overall however the Library was under the expected operations budget.

Building and Grounds: Reyes-Jones reported the committee just met to discuss upcoming projects, needed as the Library has reached the 15 year mark since the renovation. The corner office, which currently houses staff, will be transformed into a New Books Room, and will house all new and hot materials. This room was originally the Teen Room, and was intended to be a public-use room, but the teens were moved to a better space downstairs a few years ago. Staff currently in the corner office will be moved to the computer lab, which is no longer necessary. Other updates will include all of the restrooms and some areas in the children's and teen rooms. Staff are still collecting quotes for the carpet and will re-evaluate that soon. Work outside is going well and still expected to be done in August.

Personnel: None.

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July 17, 2024

Development: Smith reported the endowment fund was at 1.7 million, with a 5% increase overall for the year. The appeal has brought in \$53,000.

Board Operations: McLaughlin welcomed Missey to the board and to the Development committee:

Unfinished Business:

None.

New Business –

Lodge Updated Policy Changes – Van Herreweghe reviewed the changes which remove processing fees for lost items, as KPL is the only library left in the MLC charging those fees still.

Lodge Code of Ethics – Van Herreweghe reviewed the code of ethics, which must be approved and signed every two years.

Review Meeting Dates of 2024-2025 - Trustees received the list of meeting dates.

A motion was made by McKee and seconded by Reyes-Jones to adjourn the regular board meeting at 5:30 pm, which passed by unanimous vote of the Trustees in attendance.

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

Respectfully submitted by Lisa Henry, Director of Operations