

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

August 21, 2024

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

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

Call to Order

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

Business from the audience –

Public Comments: None.

Schaefer discussed the Transportation district initiative on November's ballot, the upcoming Greentree Festival and Phase Two of the Community Center upgrade.

Minutes: Reyes-Jones made a motion to approve the minutes of July 17, McKee seconded, and the vote to approve was passed by the trustees in attendance, with Wolshock and Price abstaining.

Staff Presentations: Youth Services Manager Rachel Johannigmeier presented on Summer Reading (Adventure Begins at Your Library), complete with photos from different events. There were 1,355 visitors at the Library on kickoff day, 921 were there from 10-noon. This year saw increases in participation (2,692 kids) and in number of kids reaching first prize level (71%). There were 44 programs in June and July, with Wacky Wednesday programs held at KPAC, where many more people could attend.

Librarian's Report – Van Herreweghe reported:

- **State:** State legislature is not in session so no news.
- **MLC:** U City is hosting in-person training this week for the new catalog system. The next newsletter will have info about the changes coming. The transition seems like it will be fairly straightforward with a functionality and interface similar to the current system. .
- **City of Kirkwood –** Starting their budget process - their fiscal year starts in April.
- **KPL:** The Library will host a couple of events to introduce the outside yard –a ribbon cutting during the day on September 18, with a youth event on September 21. The Library volunteer appreciation event is scheduled for October 5, and the annual city board and commissions event at Sunset 44 will be October 24 at 5 pm.
- **Grant News:** Van Herreweghe attended 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 grant covered most of the costs. She also visited the high school to look at their digitization project.

- **Meetings:** Van Herreweghe and Jigisha Patel met with the Kirkwood Arts Council to discuss a possible comics project.
- **Board of Education:** Trustees were sent an article from Marketplace about the price of e-resources.
- **Incidents:** No new incidents to report.

Trustees' Reports – None.

President's Report – Smith reminded trustees the next meeting will be September 18.

Committee Reports –

Finance: McKee reported the audit is coming up in September and the finance committee will have a brief call with Keith on September 10th so he can review the process. We moved \$100,000 from the Shop's bank account to Royal Bank for a new 9 month CD at 5% interest. Our current \$250,000 CD at Royal matures this month so it will roll over for another 12 months at 4.75%. One month into the new fiscal year we have received 1% of our expected revenue, as the majority of the tax revenue won't come in until December-January. We have spent 8% of our operations expense budget and 3% of our reserve budget. Henry reported In July the Library received over \$6,000 in property taxes, almost \$3,000 in paver donations, over \$2,000 in interest, almost \$6,000 in passports, over \$7,000 in grants and the shop made almost \$3000. Under Expenses, one of the largest payments in July was for magazine subscriptions - over \$14,000. We pay for the majority of the magazines in one big payment so the line item 510 Subscriptions and Memberships is already at 79% spent. We also received a reimbursement from the MLC for payroll costs for Heather, the MLC system administrator who is on our payroll, so under Consortium Costs we are actually in the negative. We utilized our reserves to cover the installation of the plants outside. The endowment grant for the year is \$49,010 with \$28,351 left.

Building and Grounds: Reyes-Jones reported the outside project has come a long way - irrigation has been installed, plants and trees are going in and the pavers are set to be engraved in the next few weeks. In other news - the new shelving and slat wall for the kids and teen rooms should be here in September, which will be the kickoff of our interior work. McKee made a motion to approve the B&G committee minutes, Reyes-Jones seconded and the vote to approve was unanimous by the members present.

Personnel: None.

Development: Price reported the endowment fund is currently \$1,722,761. We withdrew the endowment grant money last month, which was \$49,010 but the fund also saw an increase of \$48,000 so we ended up just down \$800 from June. Over 200 pavers have been sold - a notice in the email newsletter gave a cutoff date of August 31st for names for this round of paver engraving and then any donations after that would be engraved in the spring. Over \$58,000 has been made since last July in appeal donations.

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Board Operations: McLaughlin reported three trustees go off the board next year so they will be actively looking for new members.

Unfinished Business:

Approve 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. McLaughlin made a motion to approve the policy changes eliminating processing fees, Wolshock seconded and the vote to approve was unanimous by the trustees in attendance.

Approve Code of Ethics – Van Herreweghe reviewed the code of ethics, which must be approved and signed every two years. Price made a motion to approve the ethics code, McKee seconded and the vote to approve was unanimous by the trustees in attendance.

New Business –

Staff Endowment Request – Van Herreweghe reviewed the request for \$1,908 to send the two new assistant managers in Youth Services to the Missouri Library Association conference, which will include a Performers Showcase to preview possible entertainment for next year's Summer Reading. The State is not offering grants this year to go there because it is affiliated with the American Library Association. It will be held in Kansas City and the grant would cover mileage and lodging. Wolshock made a motion to approve the grant request, Price seconded and the vote to approve was unanimous by the trustees in attendance.

A motion was made by Price and seconded by Reyes-Jones to adjourn the regular board meeting at 5:56 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, September 18 at **5:00** pm.

Respectfully submitted by Lisa Henry, Director of Operations