

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

September 18, 2024

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

Board Attendance: Harms, McKee, Missey, Pitt Kaplan, Price, Reyes-Jones, Smith, Wolshock
Board Absent: McLaughlin
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 5:00 p.m.

Business from the audience –

Public Comments: None.

Schaefer discussed the Transportation district initiative on November's ballot and the proposed charter change to remove the residency requirement for the city attorney.

Minutes: Reyes-Jones made a motion to approve the minutes of August 21, Pitt Kaplan seconded, and the vote to approve was passed by the trustees in attendance.

Staff Presentations: Henry requested a \$2,719 staff endowment grant for a Pluie diaper changer for the family restroom outside the children's room. The Pluie is extra large, with straps, hooks for diaper bags, is cushioned and has a UV light sanitizing feature. Pitt Kaplan made a motion to approve the staff endowment request, Wolshock seconded and the vote to approve was unanimous by the trustees in attendance.

Librarian's Report – Van Herreweghe reported:

State: State legislature had a veto session but nothing was approved.

MLC/MEC: Trainings are going on to be prepared for the GO live date of October 17. There will be 4 days where we can check items OUT but can't check them in so we are working on a plan for storing items that are returned those days.

City of Kirkwood – Board and Commissions reception coming up Wed Oct 23rd at 5:30. Van Herreweghe attended the tax rate hearing on Sept 5, and today she spoke with Mary Sprung, the new finance director, because final assessment numbers came out from the St. Louis County department of revenue, and she doesn't think our rate will change but she sent the info and Van Herreweghe is checking her work just to be sure. We are very close to our final tax rate that will go out on tax bills this fall.

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KPL - Ribbon cutting went well this morning. Special thanks for the Kirkwood-Des Peres Chamber for doing their thing and bringing the big scissors. There will be a children's event this Saturday at 10 where CHAMP reading dogs will be demonstrating the dog watering station and kids will get to chalk up some stones. Volunteer appreciation event on Oct 5 1-2:30, with a cooking demo by chef Lydia Gwin. Creepy Noir movies are coming up, funded by a staff endowment grant. There was a little issue getting dates at KPAC - Nic wanted the movies to be weekly but it is all set up and there was a fun promo that went out on Instagram this week.

Grant news - MOREnet got money to replace specific network hardware. O'Neal and Van Herreweghe met with their project manager, and KPL will be getting a new firewall, switches and Wifi appliances. Along with this, MOREnet will provide management of all of this equipment for 5 years. The MOREnet project manager estimated the cost at \$40,000. Normally the Library can get pretty good grant funding for IT but that 5 years of free management is a bonus.

Incidents: No new incidents this month.

Meetings – Van Herreweghe is in near-constant meetings about Evergreen and the new consortium.

Trustees' Reports – None.

President's Report – Smith reminded trustees the next meeting will be October 16 and encouraged trustees to attend the volunteer lunch. She then had the trustees do an ice breaker.

Committee Reports –

Finance: Wolshock made a motion to approve the committee minutes, Reyes-Jones seconded and the vote to approve was unanimous by the committee members. McKee reported the audit is underway and should be ready for the auditor to present at the October meeting, with trustees approving in November. The Library has received 3% of expected revenue in the first two months and spent 17% of the operations budget and 31% of the planned reserve budget. Henry reported in August the Library received over \$8,000 in property taxes, over \$4,000 in donations, the shop made over \$2,500 and the Library received \$11,000 in grants, including summer reading grant and the Garvey grant. Under Expenses the Telephone line item looks high as it includes the annual MOREnet payment for internet access. Operations expenses included the annual preventative maintenance payment to Schindler Elevator and the costs for the annual building inspections.

Building and Grounds: Reyes-Jones reported the outside garden opened today with a ribbon cutting. The pavers are engraved, with only one mistake found so far. A chipmunk ran into the building yesterday and was eventually captured by the pest removal company, who had been out earlier for the fall spray. Moves on the main floor have begun – the workroom has been shifted around to make the space more user friendly and staff are in the process of moving out of the corner office and into the former computer lab.

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Personnel: None.

Development: Price reported the endowment fund is currently \$1,759,415. Over 240 pavers have been engraved, and more pavers have since been ordered already. In August the Library received over \$4,000 in donations, bringing the total raised for the garden over the last three years to \$129,000.

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

Unfinished Business:

None

New Business –

Lodge Holiday and Closing Calendar for 2025 – Van Herreweghe reported no changes made to calendar for this year, just the days of the week the holidays fall on.

Lodge Strategic Plan Renewal – Van Herreweghe proposed the trustees renew the strategic plan, as it is still being actively worked on, and some things hadn't been finished due to COVID.

Lodge Appendix E Policy Update – Van Herreweghe proposed eliminating the entire Appendix due to its redundancy, the same information can be found elsewhere, and there are plans for changing the printing charging process.

A motion was made by Reyes-Jones and seconded by McKee to adjourn the regular board meeting at 5:45 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, October 16 at **5:00** pm.

Respectfully submitted by Lisa Henry, Director of Operations