

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

October 16, 2024

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

Board Attendance: McKee, McLaughlin, Missey, Pitt Kaplan, Price, Smith, Wolshock

Board Absent: Harms, Reyes-Jones

Staff Attendance: Christa Van Herreweghe, Lisa Henry

Guests: City Council Liaison Paul Schaefer, Keith Slusser, F.E.W CPAs

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 proposed charter change to remove the residency requirement for the city attorney, the train station remodel and the Public Works move. Schaefer has requested crosswalk signs, including on Jefferson. The Board and Commissions Reception will be

Minutes: McKee made a motion to approve the minutes of September 18, Pitt Kaplan seconded, and the vote to approve was passed by the trustees in attendance.

Auditor Presentation: Slusser reviewed the FY 24 completed audit, providing a clean, unmodified opinion. The internal controls were stress-tested, with no negative findings and no management recommendations.

Librarian's Report – Van Herreweghe reported:

MLC/MEC - Go-live date is tomorrow for the MO Evergreen. There will be three days of returns waiting to be checked in and shelved and a new Library app that will show every version of every title.

KPL - Three days after the ribbon cutting for the garden area there was a children's event with CHAMP reading dogs demonstrating the dog watering station, along with games and chalk. The volunteer appreciation event on Oct 5 with a cooking demo by chef Lydia Gwin utilizing the Charlie Cart went well and the volunteers loved the cookbook giveaways.

Incidents - No new incidents this month.

Meetings - Van Herreweghe will be attending a webinar about Sunshine Law and will provide the recording if it is worthwhile.

Trustees' Reports – McLaughlin asked about future paver installation (probably the spring) and said her parents received advice on their passport renewals at the Library. Discussion followed about removing trustees' personal phone numbers from the website.

President's Report – Smith reminded trustees the next meeting will be November 20th.

Committee Reports –

Finance: McKee reported the committee met with Slusser ahead of the board meeting to review the audit in more detail and the full board will approve it next month. The Library has received 3% of expected revenue and spent 25% of the operations budget in the first three months. Henry reported the Library received over \$6,000 in property taxes, over \$1,000 in donations, over \$3,000 in grants and the shop made \$2,300. Under Expenses the shop is gearing up for the holidays so they made some large purchases.

Building and Grounds: Henry reported the interior work begins next week, starting in the children's room with new carpet in the preschool area, updated puppet theatre and other odds and ends. The family restroom will also get a makeover at the same time and then later in the week work will start upstairs in the corner office and workroom. Once the corner office has become the New Books Room they will start on the rest of the restrooms.

Personnel: None.

Development: Price reported the endowment fund is currently close to 1.8 million and there have been 147 pavers sold, 10 more since the ribbon cutting. The committee will begin to work on the appeal shortly.

Board Operations: McLaughlin reported Missey will serve on the Personnel Committee, as well as Development.

Unfinished Business:

Approve Holiday and Closing Calendar for 2025 – McLaughlin made a motion to approve the calendar, Wolshock seconded and the vote to approve was unanimous by the trustees in attendance.

Lodge Strategic Plan Renewal – Price made a motion to approve the strategic plan renewal, Wolshock seconded and the vote to approve was unanimous by the trustees in attendance.

Approve Appendix E Policy Update – McKee made a motion to approve the elimination of Appendix E, Price seconded and the vote to approve was unanimous by the trustees in attendance.

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New Business –

Lodge FY 24 Audit– The trustees will approve the audit next month after it has been updated with one date change, and it will then be sent to the state auditor.

Lodge Policy Updates - Van Herreweghe reviewed the updates, including removal of mentions of a technology lab, updating the 3D Printing Policy to resemble the Large Format Printer policy, removing redundancies in the internet safety and terms of use, taking off the meeting room application as it is online, and simplifying the circulating tech agreement.

A motion was made by Wolshock and seconded by McLaughlin to adjourn the regular board meeting at 6:15, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, November 20 at **5:00** pm.

Respectfully submitted by Lisa Henry, Director of Operations