

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

May 21, 2025

Meeting Room, Kirkwood Public Library, 140 E Jefferson

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

Board Absent: None

Staff Attendance: Christa Van Herreweghe

Guests: City Council Liaison Paul Schaefer

Call to Order

The meeting was called to order by Smith at 5:08 p.m.

Business from the audience –

Public Comments: None.

Schaefer discussed that Jefferson will be redone from Taylor to Geyer and the crosswalks will be slightly raised but this will not change the total number of parking spaces or access to the book drop. More electronic signs warning drivers to slow down are coming. He asked that library lights be turned off at night. He thanked retiring board members and encouraged them to consider serving on another board.

Minutes: Reyes-Jones made a motion to approve the minutes of April 16, Price seconded, and the vote to approve was passed by the trustees in attendance.

Librarian's Report – Van Herreweghe reported:

IMLS update: MO State library has put reimbursement requests into the system and are receiving money. We now think we will get paid for all our current grants.

MEC/MLC: MEC is trying a new system to get libraries of different sizes to be represented on the board. The past president who is in charge of recruiting people has had some serious medical issues and has been out but recently returned to work.

City of Kirkwood – The city department head meeting included lots of talk about the water main problems and tornados.

KPL - Summer reading kick off happened last Saturday and it went very well. Fantastic weather and Uke 66, a ukulele band, played.

Grant news - We were awarded \$21,000 for technology items so have 3 open grants with the State library. All of our completed grants have been submitted for final payments.

Meetings – The new school superintendent attended Rotary last week and hopefully we can set up a meeting soon after he officially starts. Two of the three new board members attended an orientation meeting. Much thanks and praise were given to the three retiring members. Don't forget the VIP event for One Author/One Kirkwood immediately follows this meeting.

Trustees' Reports – None

President's Report – Smith thanked the outgoing trustees for their hard work and dedication to the Library and reported that she has talked to the three incoming members.

Committee Reports –

Finance: McKee reported the Library received state aid and athlete and entertainer tax in April, and then a nice big tax revenue payment came last week so we officially went over our revenue budget (with two months left), giving us the ability to do budget amendments and add some more revenue to the budget. We have currently received 103% of our revenue budget.

On the expense side we are in good shape, we have spent 84% of the budget with half of May and June left. Our budget amendments will clean up specific line items that could use some more money, such as the bookshop, maintenance and repair, professional services and adult books. We will be receiving another payment from the MLC for the system administrator's personnel costs so that will reduce line 620 Contractual staff, without having to do a budget amendment.

Building and Grounds: Reyes-Jones reported the building alarm inspections have been scheduled for next week. Riggs did an annual inspection of the building itself and is doing some minor repair work this week. The garden is looking good with plants coming back as expected and looking healthy. A new janitorial supply company is working out a few bugs.

Personnel: Price reported that the director evaluation was completed last month.

Development: Price reported the Endowment fund went back up slightly and is currently at \$1,921,432.

The appeal is at \$31,684 and another 57 pavers have been sold, ½ of these have been engraved.

Board Operations: Pitt Kaplan made a motion to approve the committee minutes of April 16, Harms seconded and the vote to approve was unanimous by the committee members.

Unfinished Business

Approve Slate of Officers – McLaughlin made a motion to approve the following slate of officers: Smith, President
Pitt Kaplan, Vice President
Wolshock, Treasurer

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Missey, Secretary

Wolshock seconded and the vote to approve the slate was unanimous by the trustees in attendance.

Approve FY 26 Budget – McLaughlin made a motion to approve the budget as presented, Reyes-Jones seconded and the vote to approve was unanimous by the trustees in attendance.

New Business –

Lodge FY 25 Budget Amendments – McKee reviewed the budget amendments, which add revenue from a large May payment and adjusts various line items.

Approve Updated PTO policy – Van Herreweghe reviewed the policy change, which provides part time employees who have been employed less than a year with one hour of PTO for every 30 hours worked. McKee made a motion to approve the updated PTO policy. Harms seconded and the vote to approve was unanimous.

A motion was made by McLaughlin and seconded by Reyes-Jones to adjourn the regular board meeting at 5:40 pm, which passed by unanimous vote of the Trustees in attendance.

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

Respectfully submitted by Christa Van Herreweghe, Library Director.