

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

July 16, 2025

Meeting Room, Kirkwood Public Library, 140 E Jefferson

Board Attendance: Eads, Harms, Missey, Pitt Kaplan, Smith, Taylor, Ward, Wolshock

Board Absent: McKee

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Jamie Potter

Guests: City Council Liaison Paul Schaefer

Call to Order

The meeting was called to order by Smith at 5:03 p.m.

Business from the audience –

Public Comments: Schaefer reported on Jefferson's raised crosswalks, not getting grant funding for Argonne, road diet on Kirkwood, and getting a new drone for police paid for by drug busts.

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

Staff Presentation – Endowment Grant Application – YS and Teen Room Improvements–

YS Assistant Manager Jamie Potter presented on options for library upgrades, including lowering the laptop bar in YS so that it would be desk height and ADA accessible, as well as a new desk for the teen librarian, and chairs, a coffee table and a rug for the teen room. They have been having thirty teen volunteers and need to update the room. Potter will look at the kids chairs to possibly replace the teen chairs. The total amount requested is \$6,338.

Librarian's Report – Van Herreweghe reported:

Feds: IMLS update: Funding through 2026 but it might not be re-authorized by Congress going forward. Van Herreweghe will send trustees info to call or email.

State: The SOS has a committee looking at property taxes, our representative is on the committee. The first meeting was today and Van Herreweghe listened in and will be at a hearing in Clayton on August 20th.

MEC/MLC: MEC voted to increase costs. MLC does not have meetings in July and August.

City of Kirkwood: Henry and Van Herreweghe met the mayor and discussed the library's lights. The library is partnering with Stages on their production of Austen's Pride.

Grant news: We are going to continue to apply for LSTA grants now that the next year's funding is solid. Staff is looking at other options for funds and partners that we can team up with to do new projects.

Incidents: No new incidents this month.

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Meetings – Van Herreweghe attended ALA and met with vendors, also met with a library that just celebrated their 75th anniversary for ideas.

Favorite program/Special events – Wacky Wednesdays at KPAC going well, and KPAC has been advertising them.

Trustees' Reports – Van Herreweghe showed the new paintings Harms did of the Library and its new outdoor space to be used for the 100th anniversary.

President's Report – None

Committee Reports –

Finance: Wolshock reported the fiscal year ended on June 30th in good shape. The Library received 100% of the anticipated revenue and spent 98% of the operations expense budget. Once we have audited figures the reserve budget will be updated but it should be good and healthy. The endowment fund ended the year with over \$210,000 in gains. Staff will be busy getting ready for the audit for the next month and the auditor will finish up in September, then meet with the finance committee to review it. We should be able to lodge it in October with the full board, and then approve it in November so it can be sent on to the state before the December deadline.

Henry reported in June the Library received over \$8,000 in property taxes, over \$2,000 in the shop, almost \$4,000 in interest and over \$40,000 in grants. Under expenses the Library spent 97% of expected personnel costs, including some conference attendance costs. Line item 620 under Consortium is the personnel costs for Heather, the system administrator, and we will be reimbursed by the MLC for the other libraries' portions of the last quarter of her costs.

Building and Grounds: Harms reported the elevator did not pass its inspection, it has a small oil leak, so we are waiting for Schindler to get out here and fix it. We can still use the elevator. We are already talking with the landscaper about ideas for the fall - he will be decorating the yard with pumpkins and hay. The front doors were worked on a couple of weeks ago and are doing okay for now. The HVAC system has done well keeping the building cool. It was showing errors last week but Corrigan couldn't find anything wrong and this is the first year there have not been any complaints about the building being too warm.

Personnel: No report.

Development: Missey reported the endowment fund hit two million dollars for the first time ever! It is currently at \$2,036,028. The annual appeal finished the fiscal year at \$32,559, and we actually have received another \$710 this month in appeals, so we are at \$33,269. We also have received \$571 the past few weeks in memory of Ginny Kramer, a former President of the Library's Friends group who recently passed.

Board Operations: No report.

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Unfinished Business

Approve Policy Update – Pitt Kaplan made a motion to approve the budget amendments with Taylor's suggestions, cleaning up the administration policies and getting rid of the books depreciation, Wolshock seconded and the vote to approve was unanimous by the trustees in attendance.

New Business –

Approve Staff Endowment Request – Smith made a motion to approve the staff endowment grant request of \$6,338, Eads seconded and the vote to approve was unanimous by the trustees in attendance.

A motion was made by Taylor and seconded by Eads to adjourn the regular board meeting at 5:50 pm, which passed by unanimous vote of the Trustees in attendance.

The next regular board meeting will be on Wednesday, September 17th at **5:00** pm.

Respectfully submitted by Lisa Henry, Director of Operations