

**KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
November 19, 2025  
Meeting Room, Kirkwood Public Library, 140 E Jefferson**

Board Attendance: Eads, Harms, McKee, Missey, Smith, Taylor, Ward, Wolshock  
Board Absent: Pitt Kaplan  
Staff Attendance: Christa Van Herreweghe, Lisa Henry, Kim Linenbroker  
Guests: City Council Liaison Paul Schaefer

**Call to Order:**

The meeting was called to order by Smith at 5:05 pm. Trustees discussed thankfulness.

**Business from the audience –**

Public Comments: Schaefer reported on the rate change for electric and the electrical director retirement, the new sidewalk installed in front of the Library and the removal of the tree on the corner of Jefferson and Taylor, where a new tree will be planted.

**Minutes:** Taylor made a motion to approve the minutes of October 15 with one update of Harms being absent and the time of the adjournment changed to 6:30, Eads seconded and the vote to approve was passed by the trustees in attendance.

**Staff Endowment Grant Request:** Linenbroker presented on the request for updates for meeting and programming spaces. This includes a water bottle refiller for the lower level drinking fountains, some painting in kids and teen, 1000 books before kindergarten update, laptops for patrons for classes, a new computer for the podcast and an updated microphone system for the PR team.

**Librarian's Report –** Van Herreweghe reported:

Baker and Taylor, a big name in library book vendors, has officially gone out of business. Luckily we have several other options.

**State:** The Post-Dispatch had a big article today about the senior tax freeze.

**MLC/MEC:** The MEC president attended the MLC's last meeting and it was very productive. Lots of talk about changes that are underway and more ideas to make things better/easier.

**KPL:** Staff in-service day was on Veterans' day at University City Library. The appeal letter is with the printers and should be in the mail shortly.

**Incidents:** A patron attending a memory café program fainted in Books and Beyond. EMT's were called, she was able to walk out on her own.

**Meetings –** Many of us had a good time at the Boards and commissions reception! Van Herreweghe met with the new head of the Downtown Kirkwood business district. Van

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Herreweghe, Henry and Karen Young met with Amazon to discuss potential book ordering from them. Van Herreweghe went to a public “meet and greet” with the new KSD superintendent this morning.

**Trustees’ Reports – None.**

**President’s Report –** Smith reported Wolshock will step down as treasurer and Eads has agreed to step in until next fiscal year.

**Committee Reports –**

Finance: Henry reported the Library has received almost 10% of the operations revenue, with property taxes due to start coming in next month. We have spent 35% of our operations expense budget and about 25% of our grant budget so we are in good shape. McKee made a motion to approve the committee minutes, Wolshock seconded and the minutes were approved by the committee.

Trustees will be voting tonight to approve the audit, which will then be sent to the state auditor, and on the budget amendments, which provides a new revenue stream for reimbursements from libraries and ups the personnel expense side to reflect that.

Building and Grounds: Harms reported the committee met before the board meeting today and reviewed the carpet, the flagpole and began discussing the new five year building plan which will start next fiscal year. The plan is in the very early stages. Taylor suggested the committee walk around the building and provide a fresh set of eyes.

Directional signs in the Library were updated with the changes we made (such as the New Books Room, moving Reference and Nonfiction Large Print downstairs) and staff have not seen any new evidence of our mice friends.

Personnel: McKee reviewed the committee’s thoughts about the director’s evaluation, including the idea of staff input, and having board training in the beginning of the year to review the evaluation process to know what they are looking at throughout the year. The committee will meet again and McKee will look at the salary ranges. Eads made a motion to approve the committee minutes, Taylor seconded and the vote to approve was unanimous by the committee.

Development: Missey reported the endowment fund is at a record high of \$2,170,531. We have received \$4,934 since July for last fiscal year’s annual appeal. This year’s appeal letters will hit mailboxes this week.

We have also received \$38,828 in other donations. The budget is \$41,125 in appeal money and \$4,500 in other gifts/donations, for a budget total of \$45,625. We’ve received \$43,762 so technically we only need another \$1,863 to make our budget revenue for donations. Taylor suggested a centennial capital campaign next year.

Board Operations: No report.

### **Unfinished Business**

**Approve FY 25 Audit** – Eads made a motion to approve the FY 25 audit as submitted, Ward seconded and the vote to approve was unanimous by the trustees in attendance.

**Approve FY 26 Budget Amendments** - The budget amendments on page 14 and 15 add a new line of revenue called Reimbursement from Libraries, which will include the money from U City for half of personnel costs of KPL's head cataloger. It will also include reimbursements from the MLC for the MLC system administrator and some of the donation money from last month to go towards Lynne Haynes' extra hours for the Memory Café. Under expenses the personnel costs have been upped to now include the system admin costs. Taylor made a motion to approve the budget amendments, McKee seconded and the vote to approve was unanimous by the trustees in attendance.

**Approve Holiday and Closing Schedule** – Same holidays and closings, no changes. Taylor made a motion to approve the schedule, Eads seconded and the vote to approve was unanimous.

### **New Business –**

**Lodge Policy Update**– Van Herreweghe reviewed the changes to the policy which changes the language of the card policies to match with the new ILS (Evergreen) and updates the references to the MEC rather than just the MLC.

**Approve Staff Endowment Grant Request**- Eads made a motion to approve the grant request for \$15,142.33 for Program Space Updates and Expansion, Harms seconded and the vote to approve was unanimous.

**December Board Meeting** – Smith announced the December board meeting is officially cancelled.

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

The next regular board meeting will be on Wednesday, January 21st at **5:00** pm.  
Respectfully submitted by Lisa Henry, Director of Operations.