

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
April 20, 2011

Board Attendance: Barker, Bliss, Cotten, Diel, Dick, Hazan, Miltenberger, Paese,  
Staples

Board Absent: None.

Staff Attendance: Sarah Erwin, Lisa Henry, Anne Girouard, Bonnie Petersen.

Guests: Friends' Rep Dan Cain, City Council Representative Iggy Yuan.

**Call to Order-**

The meeting was called to order by President Barker at 6:00 p.m.

**Business from the audience –**

Friends: Cain reported membership is at 426, and their goal is 450. A slate of new officers has been approved, and Liz Walker will be the new Vice President. There will be a table in the lobby the month of May for their annual membership drive. On May 21<sup>st</sup> the Friends will host a street party for summer reading kickoff. The Bookfair will begin Wednesday, April 27<sup>th</sup> and will be held at the old CompUSA space on the east side of Lindbergh next to Toys R Us.

Foundation: Erwin reported the Foundation will have a meeting via conference call on May 3<sup>rd</sup>.

City Council: Yuan reported the budget has been passed and they are looking at electrical rates. The architecture review process for homes is being tweaked, and there will be public hearings soon. The Easter Egg hunt for teens is Friday night, and there will be one for kids on Sunday. This weekend will be the official grand opening of the Farmer's Market – there will be an "eggstravaganza" promoting the raising of chickens in yards, and a celebration in honor of Earth Day, including music at Highlands. The city hopes to be done with strategic planning by August.

**Minutes –** Miltenberger made a motion to accept the minutes of March 16, 2011, Diel seconded, and the vote was unanimous.

**Librarian's Report –** Erwin reported the library did receive the grant for strategic planning, and a retreat is being planned for July 16<sup>th</sup>. The consultant will have a make-up date for board members unable to come to the retreat. Staff has had the first meeting with the consultant, to begin organizing focus groups. Bliss will also be in on the planning stages. Erwin will meet with Georgia Ragland to discuss the city's strategic planning. Four hundred cans of food were collected in the Food For Fines program. The print newsletter will come out May 6<sup>th</sup>. Amazon has announced they are working with Overdrive so that library patrons with Kindles will be able to use library ebooks. Staff has a blog about what they are reading, accessible from our website.

Some upcoming webinars at the library include making an effective annual report and reaching out to small businesses.

### **Committee Reports –**

Finance: Hazan reported the committee met with John Adams from the city to discuss tax rates – early projections are property taxes will be down 2%. The rates will be set in early fall. Hazan suggested looking at changing our fiscal year to a calendar year to better know our tax rates before setting the budget. Seventy five percent of the budget has been spent, with 98% of revenue received. Under expenses, the costs in operations reflect a month of both snow and ice removal, and spring planting. Under programming summer reading costs are beginning to come in, and they need to be spent to follow grant timelines. The construction budget is winding down.

Building and Grounds: Miltenberger reported the building has stayed dry and the mold has been removed from above the circ desk. The new sump pump has been working. As of today there is \$203,106 in the construction fund. We owe \$3,479.20 to architect and contractor, and \$31,422.51 to the library to cover out of pocket costs incurred during the move, and settling into the new building. This leaves us with \$168,204.25 to apply to the debt service. This is after we were able to purchase \$290,000 of furniture not in the original budget, and \$100,000 of extras that also weren't in the original budget.

Personnel: Paese discussed the salary comparisons to the other libraries who provided comparable data, and pointed out salary ranges for specific positions. KPL's ranges for some positions were lower than the averages, and the recommendation has been made that the salary ranges need to be increased somewhat. Paese discussed what the costs would have been had the adjustments been made for this fiscal year, and with the adjustments we would still be under-budget. Discussion followed about the entire compensation package, the value of having a consultant look at the ranges, and the potential for merit increases on top of adjustments. Discussion followed about the ability to get and retain good employees at current salary ranges. Erwin discussed the fact that minimum wage increases were not taken into account when the salary ranges were created several years ago, and while people were brought up to minimum wage when it increased, other staff were not adjusted if they were already at or above the minimum, resulting in staff who have been here for awhile not making much more than minimum. Diel recommended that the salary budget should remain the same as this year's for the purpose of lodging the budget next month.

Development Committee: No report.

### **Unfinished Business:**

Approve the Resolution Ratifying the Adoption/Restatement of the KPL Deferred Compensation Matching Plan and Trust and Appointment of Trustees: Bliss made a motion to approve the resolution, Diel seconded and the vote was unanimous.

**New Business:**

Lodge Revised Article IV: Erwin noted one change, that the Director of Operations is in charge of the library when the Director is not available.

Lodge Social Media Policy: Erwin reported the policy was “borrowed” from another library, and the attorneys have reviewed it.

Approve the April Budget Amendments: Diel made a motion to accept the amendments, Cotten seconded, and the vote was unanimous.

Appoint Nominating Committee: Miltenberger, Bliss and Staples agreed to serve on the committee and will bring the slate of officers to the May meeting.

Miltenberger made a motion to adjourn the regular session at 7:30 p.m., Diel seconded and the vote was unanimous.

The next regular board meeting will be on Wednesday, May 18th, 2011 at **5:30** p.m.

Respectfully submitted by Lisa Henry, Director of Operations