

Kirkwood Public Library Foundation
Minutes
Tuesday, January 5, 2010
7:30 a.m.

Present: J. Erwin, Holley, Hogan, Radcliff, S. Erwin.
Absent: Allen, Menees.
Guests: Jane Bond, Randy Miltenberger
Staff Attendance: Lisa Henry

Welcome: Radcliff called the meeting to order at 7:30 a.m.

Approval of Minutes: Holley moved the minutes of February 3rd, 2009 be approved as submitted, J. Erwin seconded, and the vote was unanimous.

Report of President: Radcliff thanked the Friends of the Kirkwood Public Library for their \$6,000 donation to the Foundation. Holley will attend the next Friends' meeting, on February 8th at Commerce Bank. Radcliff reviewed the IRS Governance Check Sheet, pointing out the possible need for policies to cover the conflict of interest, financial oversight and document retention areas. It was agreed the Foundation should adopt new policies and they will review the Friends' current policies as a first step. Discussion followed about the need to donate a certain amount of money each year, and if that applies to public foundations. J. Erwin will investigate. Discussion then followed about the Foundation's inability to accept donations of securities, since the account has moved to Eagle Bank. Hogan presented a spreadsheet of options, with Scottrade providing the least expensive charge for trading (\$7 a trade, compared to Vanguard at \$25). It was agreed that one account could probably be used for the Library, the Foundation and the Friends. Miltenberger will contact Scottrade for more information.

Report of Treasurer: Hogan reported the accounts are improved over last year and he will be looking at the equity breakdown. Hogan will contact Jim Walker for some guidance, and S. Erwin agreed to serve on the finance committee.

Report of Library Director: S. Erwin reported that circulation is actually higher in the temporary space, and patrons love it here, however, the staff is looking forward to getting back to the "old" building. Hot DVDs, purchased with a grant and a gift from the Friends, have been very successful. Staff is focusing on the move back, an RFP for the phone system has just been issued, work is being done on getting an improved security system, and furniture bids are being reviewed. Foundation members are encouraged to go on the library's website to sign up for the email newsletter, which comes out every month but the four months when there is a print newsletter.

Report of Trustees: Miltenberger reported that every other Tuesday at 8 am there is a building committee meeting at 140 E. Jefferson. The footprint of the building is actually smaller, but 10% more square footage has been added by evening out the "garden level" and adding to the mezzanine level. Currently the temporary space is about 12,000 square feet, and the library will be twice that. The rain in October slowed things down, and now the roofer is unable to work until the temperature remains at 25 degrees. Most of the new replacement windows are in, new front doors are in and the curtain wall will

go up once the roof is in place. Floor slabs are pored, underfloor plumbing is in. The capital campaign will be for furnishings and landscaping. They are about 3 weeks behind because of the weather, but are within budget.

Report of Friends: Bond reported the wine tasting on December 2nd drew 59 people, for a net profit of \$1800 - \$600 in raffle tickets were sold. Another fundraiser later in the year is being planned. Membership in the Friends has been increasing – they are slightly over 400 currently. Recent programs included Carol Shepley in November and Charlie Brennan in October, both of which were well-attended. Eileen Dreyer will be at their next program, on January 20th. Their first members-only event was in December and featured Miltenberger and Erwin discussing the construction. In March they will have a volunteer luncheon, and they were able to provide the matching funds for the Library's Gates grant thru the funds raised by the ongoing sales of donated books. Thursday, January 7th will be the next Reader's Circle. Miltenberger's powerpoint presentation that he gave at the members-only meeting will be on the website shortly.

Foundation Planning: Hogan will attend the next Development Committee meeting Thursday, January 14th at 5 pm. The committee will be discussing ways to raise the funds for items not covered by the bonds (furnishings and landscaping). Discussion followed about whether to give Foundation funds to landscaping, and whether pursuing people to join the Lily O. Walker Society would be in conflict with the capital campaign. It was agreed the Foundation should go forward in efforts to recruit for the Lily O. Walker Society, using another letter sent to the donor list. Miltenberger recommended not giving any funds for landscaping, and Foundation trustees were in agreement. Radcliff will approach Liz Walker for suggestions on new Foundation members, and Holley will contact Allen to discuss. The next meeting will be sometime by March.

J. Erwin made a motion to adjourn and the meeting was so adjourned at 8:30 a.m.

Respectfully submitted,
Lisa Henry