

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
January 18, 2012

Board Attendance: Barker, Bliss, Dick, Diel, Hazan, Lemonds, Paese, Reyes-Jones,  
Staples

Board Absent: None

Staff Attendance: Sarah Erwin, Lisa Henry, Elizabeth Curtis, Lynn Bosso, Pat Rohan,  
Jim Hoff

Guests: Friends' President Ginny Kramer, City Council Rep Iggy Yuan.

**Call to Order-**

The meeting was called to order by President Paese at 5:30 p.m.

**Business from the audience –**

Friends: Kramer reported the Deb Peterson (from the Post Dispatch) program earlier in the day was successful – sixty+ attended and the event was mostly Q & A. On Saturday, February 18<sup>th</sup> author Debra Brenegan will lead a book discussion on her book “Shame the Devil.” The event will be at 11:30, box lunches provided for \$12. Main Street Books will sell copies of the book there. Some changes in Books and Beyond are coming – there will be an inventory reduction sale to provide more room for some in-depth housecleaning

Foundation: Erwin reported the paperwork is almost wrapped up for the dissolution of the Foundation.

City Council: Yuan reported the city did buy the two properties on Jefferson, and approved the doubling in size of the Mobil on the Run on Manchester and Geyer. The Police Pancake Supper will be February 9<sup>th</sup> at Kirkwood High School Cafeteria. The Human Rights Commission is sponsoring an essay contest for Kirkwood juniors on the single most important human rights issue facing their generation and how they would resolve it. The Community Emergency Response Team will be holding meetings on Mondays beginning in March. The deadline for filing for city council was yesterday and there are five candidates running for council and two for mayor.

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

**Librarian's Report –** Erwin reported the library received two grants, one written by Erwin from the Gaylord Foundation for \$2,000 for early childhood items and one written by Bosso from LSTA for \$6,000 for summer reading. Erwin announced the “One Book, One Kirkwood” program, which will encourage the reading of “Coffins of Little Hope” and will celebrate the community coming together to read one title. The committee which chose the title included Barker and the city's Murray Pounds and Beth VonBehren. The priority of staff will now be to train all staff on e-readers, so that anyone on staff can help patrons, before the e-readers start to circulate. Last week staff of the recent winner of

Library Journal's Best Small Library, Glen Carbon Library, visited KPL. The State Library has decided to start their statewide consortium program with a pilot group of four small rural libraries. The MLC continues to participate in discussions about the possible development of the consortium on a larger scale. The MLC will be increasing the amount of ebook titles that are purchased. Curtis reviewed behind-the-scenes at the circulation desk, going over the different procedures that are followed and tasks that are completed, all while focusing on personalized service for each patron.

### **Committee Reports –**

Finance: Diel reported the financials are looking very good, and reviewed a few of the line items. The audit was more than originally budgeted for due to the addition of the capital assets audit, the MLC reimbursed KPL for a payment made for the web designer, and November was a 3 pay period month.

Building and Grounds: Henry reported the emergency generator was installed, to provide back up for the sump pumps. The exterior light by the employee entrance was also installed, and was paid for by the Friends' gift.

Personnel: Barker reported the Board will meet in closed session to discuss the 6 month review of the director and the different criteria to look at when discussing the salary range of the director position.

Development: No report.

### **Unfinished Business:**

Approve 2011 Audit: Diel made a motion to approve the audit as submitted, Bliss seconded and the vote was unanimous.

Approve the Revised Investment Policy: Hazan made a motion to approve the policy, Diel seconded, and the vote was unanimous.

Approve the Salary Range Adjustments: Barker made a motion to accept the new salary ranges, Bliss seconded and the vote was unanimous.

### **New Business**

Lodge April Food For Fines Program: Erwin reported the program would run during National Library Week again. Hoff will be the staff point person and has been working on promotion ideas. The Board reviews this program because it will be a week in which many fines will be waived.

Lodge Revised Internet Policy and User Agreement: Bosso reviewed the change, which will have parents filling out the forms for their minor children. Discussion followed about the lack of legality of a minor's signature and the filtering of the public computers.

Code of Ethics: Trustees signed the code of ethics policy and turned them in to Henry.

Approve Audit Extension: Diel made a motion to approve the extension of Schowalter and Jabouri's audit services contract another three years. Reyes-Jones seconded and discussion followed about the contract fees and the desire to remain with them to continue the capital assets auditing procedures that were just put in place this year. After the three years are up the audit will go out to bid again. The vote was unanimous to extend the contract.

Diel made a motion to adjourn the regular session meeting at 6:20, Bliss seconded and the vote was unanimous.

The next regular board meeting will be on Wednesday, February 15th, 2012 at **5:30** p.m.

Respectfully submitted by Lisa Henry, Director of Operations