

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
December 15, 2010

Board Attendance: Barker, Bliss, Cotten, Diel, Dick, Hazan, Miltenberger, Paese,  
Staples  
Board Absent: None.  
Staff Attendance: Erwin, Henry, Anne Girouard, Lynn Bosso  
Guests: City Council Representative Iggy Yuan, Friends' President Ginny  
Kramer, Foundation President Laura Radcliff, Pam Gordan,  
SSM St. Clare, Dana Gardner, American Red Cross

**Call to Order-**

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

**Business from the audience –**

Pam Gordan from SSM St. Clare Health Center Foundation, reported that thanks to a Gaylord Foundation grant, the hospital is able to provide the Library with an AED machine, and the Red Cross provided training to 13 staff members in CPR and AED. The cabinet will be in the front foyer of the Library and is equipped with all supplies needed, as well as two four year batteries. Dana Gardner from the Red Cross reviewed the proper use of the machine.

Friends: Kramer reported Friends' membership currently at 427, with 50 new members joining this year. The Santa letters have seen about a 10% increase, with 417 letters currently headed to the North Pole. Kramer was on KMOX on Sunday, November 21<sup>st</sup> to promote the letters. That evening the Friends' holiday party at the library was attended by 50 people, and was well-received. On Wednesday, January 19<sup>th</sup> the Friends will have a program featuring "Passing It On" about St. Louis myths and superstitions. The Friends' next board meeting is Monday, December 20<sup>th</sup>.

Foundation: Radcliff reported she and other foundation trustees have been unable to attend Board meetings regularly. She has given the foundation's situation much thought and has determined the mission of the foundation is to oversee the endowment and hold activities to increase the endowment. The foundation did create the Lily O. Walker Society, for people who have put the foundation in their will. Currently the foundation has \$360,000, but there is ongoing confusion in the community as to the differences between the Board, Friends and Foundation. The endowment must be maintained, as the majority of the money came from a will stipulating the money go to an endowment. However, the foundation board members all agree there must be some kind of change, whether they all resign and have the Board of Trustees or the Friends take over the endowment, or whether they stay on but re-think the way they do things. The Friends would bring fundraising expertise, and the Trustees have governmental oversight. In 2002 legal research was done as to how to go about dissolving the foundation, if necessary. The foundation has money set aside for legal counsel for

when the time comes. This will be a good time to address the situation as the Trustees begin strategic planning.

City Council: Yuan reported curbside recycling in Kirkwood will begin January first, and the containers are already being delivered.

Other: Board Treasurer Steve Hazan announced he will be running for the school board in April.

**Minutes** – Miltenberger made a motion to accept the minutes of November 17, 2010, Diel seconded, and the vote was unanimous.

**Librarian's Report** – Erwin reported the annual report can be found on the website and around the library. The library hosted the Chamber's First Friday of the Month coffee in December and this led to the library being the site of the 2011 Marketing Mondays. The library will receive some free e-blasts in exchange. Erwin's last day will be December 23<sup>rd</sup>, unless the baby comes earlier. Erwin reviewed the request to the Friends for \$25,000. Some of the items include adjustments to the circ desk, shelving for the janitor closet, and shelving in the teen space. Paese made a motion to approve the request of \$25,000 from the Friends of the Kirkwood Public Library, Hazan seconded and the vote was unanimous.

### **Committee Reports –**

Finance: Hazan reported that last month the letter was sent to UMB to reinvest the reserve fund. On November 30<sup>th</sup> Hazan met with staff to discuss the audit and to thank staff for their hard work the past year. Tax revenue will begin to come in December and January.

Building and Grounds: Miltenberger reported there are still a few issues to be resolved, such as extra costs for piping, and the contractor's general conditions. There will be costs associated with the water problems (a new membrane is needed over a cap on the roof, and will need to be caulked).

Personnel: Paese reported the committee met on December 7<sup>th</sup> to discuss the director's mid -year review, and they also reviewed the library's sick and vacation policies and found them to be in line with other libraries.

Development Committee: None.

### **Unfinished Business:**

Approve the Updated Article V, Collection Development Policy: Bliss made a motion to approve the policy as submitted, Diel seconded, and the vote was unanimous.

Approve the Updated Appendix I, Statement on Labeling: Bliss made a motion to approve the statement on labeling, Diel seconded, and discussion followed about the application of the statement to internet availability. Bliss and Diel withdrew the motion, and Erwin will investigate and the statement will be re-visited next year.

Approve the Updated Circulation (Loan) Service Policies (Section 8, Article IV, Administration Policies): Bliss made a motion to approve the updated circulation services policies, with the addition of the word “leases” to ensure that Kirkwood business owners who may not live here can still get a library card, Diel seconded and the vote was unanimous.

Approve Interlibrary Loan Policy: Hazan made a motion to approve the interlibrary loan policy, Miltenberger seconded, and the vote was unanimous.

#### **New Business:**

Approve Updated Exam Proctoring Policy, Article III, Service Policies: Erwin clarified this update will ensure patrons make an appointment ahead of time when proctoring services are needed. Diel made a motion to approve the updated policy, Cotten seconded and the vote was unanimous.

Approve Budget Amendments: Hazan reviewed the amendments, which added revenues generated by donations, grants, and sales of assets, and then increased expense budget line items affected by those monies. Hazan made a motion to approve the budget amendments, Diel seconded, and the vote was unanimous.

Barker announced the January board meeting would be cancelled, and the board meetings in February, March and April will begin at 6 p.m.

Diel made a motion to adjourn the regular session at 6:50 p.m., Bliss seconded, and the Board went into closed session.

The next regular board meeting will be on Wednesday, February 17, 2011 at 6:00 p.m.

Respectfully submitted by Lisa Henry, Director of Operations