

## DRAFT

### KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

September 21, 2011

Board Attendance: Barker, Bliss, Dick, Hazan, Lemonds, Paese, Reyes-Jones, Staples  
Board Absent: Diel  
Staff Attendance: Sarah Erwin, Lisa Henry, Elizabeth Curtis, Pat Rohan, Lynn Bosso,  
Jim Hoff, Bonnie Petersen  
Guests: Friends' President Ginny Kramer, City Council Rep Iggy Yuan.

#### **Call to Order-**

The meeting was called to order by President Paese at 5:27 p.m.

#### **Business from the audience –**

Friends: Kramer reported their booth at Greentree was a little off the beaten path, and was rained out on Sunday. Patrick Murphy from Channel 9 will speak at their October 5<sup>th</sup> program and they will have a retired NFL referee at their November 15<sup>th</sup> program. The holiday kickoff fundraiser is November 20<sup>th</sup>.

Foundation: Erwin reported Jim Erwin's firm has agreed to work on the papers to dissolve the foundation pro bono.

City Council: Yuan reported there will be a Human Rights Commission Symposium on October 22<sup>nd</sup> – "Community Coming Together" from 1:30-4:30. Public service classes are currently being offered, including two here at KPL, on topics such as Natural Disasters and Code Enforcement. City email has been down on and off, 50 Trees are still being worked on, and discussion continues regarding digital signs – the school board attended the last meeting and the chamber will be coming to a future meeting.

**Minutes –** Bliss made a motion to accept the minutes of August 17, 2011, Staples seconded, and the vote was unanimous.

**Librarian's Report –** Erwin reported recent activities included the audit, the newsletter and planning for all the fall programs. She and Durr have been busy with MLC website work, Hoff and Curtis have been addressing workflow issues, and Durr and Erwin met with MOREnet to plan our upgrade to Ethernet. The library received a Garvey grant again for \$6,500 for summer reading. Kindle users will be able to check out library ebooks in a week.

#### **Committee Reports –**

Finance: Paese reported that Diel will talk more about the tax rate next month, but it will remain the same.

### **Unfinished Business:**

Approve Capital Assets Policy: Bliss made a motion to approve the capital assets policy, Reyes-Jones seconded and the vote was unanimous to approve the policy with the change of all audio lasting 5 years, all books lasting 10.

Draft One of the Strategic Plan: Paese reviewed the mission statement of the library. He mapped out the direction he felt the strategic plan led – the mission>3 year strategic plan>implementation>progress measurement>review. He asked the trustees to focus on the whether or not they feel their ideas are reflected in the document as it is, and to consider when a review should happen, and to provide feedback on the document itself. He stressed that library staff are the experts in determining their own success.

Erwin reviewed the process of the creation of the document – the managers took the materials from the retreat and a guide from Miriam, as well as Miriam's goals and directions that she felt were important from the retreat, and whittled it all down to the top 3 strategic directions. The workload will be shared by staff – individual objectives that get the library to its goals will be taken on by different managers. The word "maintain" does appear many times in the document, because so much of the plan is already occurring.

Staples stressed the importance of catching kids while they are young so they are comfortable in a library setting the rest of their lives. Discussion followed about library partnerships with schools, and the potential for providing even more tutoring opportunities and spaces, along with the current, very popular Reading Buddies program. Opportunities for job shadowing were mentioned, and the importance of intergenerational interactions was stressed.

Hazan mentioned using circulation numbers as a measurement and Erwin reviewed how circulation data is currently used as a measurement in the performance evaluations of individual managers. The importance of communication was discussed, and it was agreed that there needs to be improvement in how the library conveys everything it has to offer. Bliss discussed the connection of each goal to one another, and stressed the importance of reaching children, continuing with all the good work the library does already do, coming up with a strong communications plan, and staying up with information technology. She wants more reaching out to businesses, and reminded trustees to remember there is a limit to the staff and to our resources. Paese suggested a short, focused strategic direction, such as "Where Kirkwood Comes Together To ... (Learn? Be Enlightened?). Discussion followed about the draw of the library being the human interaction, as so many people could use the internet to get what they need, rather than come to a library. Erwin pointed out that not everyone served by the library has the income or the opportunity to have the technology at home.

It was agreed there were no objections to the document itself. Implementation of a timeline was discussed, with everyone agreeing to a written report at 6 months, with a review each year. The timing of the annual review in September would mean new trustees would have a couple of months of meetings before having to work on this. Paese reviewed the necessity of trustees to be thinking about and looking out for potential new board members, keeping in mind the need for diversity.

Barker made a motion to adjourn the regular session at 6:50 p.m., Bliss seconded and the vote was unanimous.

The next regular board meeting will be on Wednesday, October 19, 2011 at **5:30** p.m.

Respectfully submitted by Lisa Henry, Director of Operations