

Richmond Heights Memorial Library
8001 Dale Ave.
St. Louis, MO 63117
(314) 645-6202

BOARD OF TRUSTEES MEETING MINUTES

Monday, October 16, 2023, 5:30 p.m.

- I. Call to Order and Roll Call
President Jolene Klingenberg called the meeting to order at 5:30 pm. Trustees Sylvester Dunn, Judy Williams, Connie Agard, Jane Barker, Bill Haggerty, and Kathy Selinger were present. Director Kathleen Gallagher and Assistant Director Ronya McCool attended on behalf of the Library.
- II. Approval of the Minutes, Sept. 18, 2023 and Sept. 26, 2023
Judy Williams motioned to approve, and Bill seconded, both sets of minutes from September 2023. The trustees unanimously approved all minutes.
- III. Citizen's Comments
See New Business.
- IV. Correspondence
See Director's Report.
- V. President's Report
 - A. *Missouri Public Library Standards.* Jolene Klingenberg and Kathleen Gallagher introduced the state guidelines document for objectively assessing library services and identifying areas for improvement. Library staff has already provided initial feedback using the criteria.
 - B. *Goals.* Trustees will return in November to form committees, review criteria, and set goals for the library.
 - C. *Policy Review.* The board president discussed adopting and reviewing library policies on an annual, rotating basis.
 - D. *Committees.*
 1. *Personnel.* To establish a salary scale, matching job descriptions to ranges. This would reduce subjectivity.
 2. *Finance.* This committee would review investments and how best to ensure the library's revenue streams apart from government funding.
 3. *Facilities.* To establish an account and review and schedule furniture acquisition or refurbishing, refresh facilities, and

other maintenance needs,

VI. Library Financial Report

A. Sept. 2023 Balance Sheet/Budget Report; Sept. 2023 and Commerce Bank Statement

Director Kathleen Gallagher reports the library is in good shape; its total assets equal \$625,135 compared to September 2022 (assets at that time were \$586,957). Tax revenues have not yet started coming in. The library is one-fourth through its fiscal year and has 76% remaining of total expenditures. While some areas of the budget appear overspent (e.g. technology) it is because grant funds have yet to be disbursed to the library.

B. U.S. T-bill maturation 11/2/23

Kathleen recommended reinvesting one of the library's treasury bills when it matures. She will communicate with the bank representative for actual rates closer to the date and report to the board for input.

VII. Director's Report

A. Sept. 2023

- The library has received an Access and Innovation grant to purchase hotspots from the Missouri Library Association; we have waited to announce this until we hear about a tech grant that will allow us to purchase a new set of Chromebooks. We hope to circulate the hotspots and Chromebooks as kits to better serve our community.
- Kathleen shared a comment from a patron grateful for help from library staff.
- Kathleen presented about Missouri censorship on a well-received lunchtime panel coordinated by the St. Louis Volunteer Lawyers and Accountants for the Arts at the High/Low. President Jolene Klingenberg and Secretary Jan Niehaus attended.

VIII. Old Business

A. Draft Policy Proposal: F-002 Records Retention

Jolene motioned to approve, seconded by Connie Agard, and the board approved the policy unanimously by roll call.

IX. New Business

There was no new business. Trustees engaged in general conversation about program offerings and current events. Jolene Klingenberg announced a parliamentary procedures training to take place in the Library program room on

October 17. Connie Agard noted Missouri is third in the nation for banning books, next to Florida and Texas. Assistant Director Ronya McCool explained how library staff had created banned book displays, one for each age group, and shared comments from patrons that were nothing other than supportive of library efforts.

X. Adjournment

Kathy Selinger motioned to adjourn, seconded by Sylvester Dunn, and the meeting adjourned at 6:03 pm.

Prepared by Ronya McCool

Approval Date: November 20, 2023

A handwritten signature in cursive script, appearing to read "Janice Niehaus", written over a horizontal line.

Janice Niehaus, Secretary, Library Board of Trustees