

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

BOARD OF TRUSTEES MEETING MINUTES

Monday, November 20, 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 Connie Agard, Jane Barker, Bill Haggerty, Jan Niehaus, Gail Rutherford, and Judy Williams were present. Director Kathleen Gallagher and Assistant Director Ronya McCool attended on behalf of the Library.

II. Approval of the Minutes, October 16, 2023

Judy Williams motioned to approve, Connie seconded, and trustees unanimously approved the October 2023 minutes.

III. Citizen's Comments

Kathleen shared comments reflective of our helpful reference and IT staff, as well as informal patron comments approving and/or in support of our banned book displays.

IV. Correspondence

None

V. President's Report

A. Missouri Public Library Standards. President Jolene Klingenberg discussed the MPLD standards and forming committees to review this guidepost document's criteria by section. Director Kathleen Gallagher noted most library services met the first level of standards, aka "essential."

Jolene and trustee Jane Barker will form a committee to review personnel salaries and job descriptions. In January trustees will form other committees to review criteria, and set goals for the library.

The board discussed adopting and reviewing library policies on an annual, rotating basis as part of an annual board agenda.

VI. Library Financial Report

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

Director Kathleen Gallagher reports that 2023 revenue is expected to begin to arrive the second week of December. Library expenses are on track as we are $\frac{1}{3}$ through our fiscal year. The report may look overloaded in some categories since we have received some grant funds but are still waiting on others. For example, the Library spent \$20,000 on new computers, but the funds arrived months later. Kathleen is working with the city's finance department to best represent the disbursement of these funds across categories.

The balance of \$189,000 looks low, but we have \$450,000 invested; this total is higher compared to October 2022. Included is the fund statement of the treasury bill, which matured November 2, 2023.

Jane Barker noted that the MPLD Standards recommend the amount to have on hand is 50% of annual budget. Exemplary level is 70%.

VII. Director's Report

A. October 2023

We applied for a State Tech Mini Grant that was fully funded; we have purchased or will purchase hotspots, Chromebooks and charging storage for these items, as well as Wonderbooks and Launchpads for children. We plan to circulate half of the hotspots and Chromebooks as a kit to ensure greater patron access to the Internet.

VIII. Old Business
None to report.

IX. New Business

A. The Library has purchased a Square payment device to facilitate easy payment for book sales, printing, etc. This device works with both debit and credit cards. It is meant to be a convenience—a way to enable staff to treat all transactions equally. Square earns 2.6% plus ten cents on each transaction. There is no subscription charge. Jan Niehaus motioned to approve, was seconded by Bill Haggerty, and the motion carried unanimously.

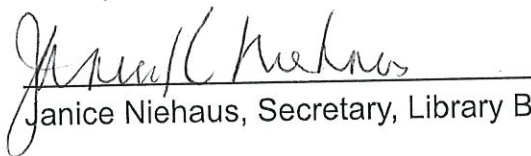
B. The board reviewed new personnel policies adapted from the City of Richmond Heights's policy manual. The board expressed a wish to revise certain options, including reserving the right to test new employees for alcohol and drug use on condition of continued employment as outlined in E-008. Policy E-011 regarding COVID will be replaced with an updated Infectious Disease Policy among other items.

X. Adjournment

Jan Niehaus motioned to adjourn, seconded by Gail Rutherford, and the meeting adjourned at 6:35 pm.

Prepared by: Ronya McCool

Approval Date: 1-16-2024



Janice Niehaus, Secretary, Library Board of Trustees