

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

BOARD OF TRUSTEES MEETING MINUTES

Tuesday, January 16, 2024, 5:30 p.m.

- I. Call to Order and Roll Call  
President Jolene Klingenberg called the meeting to order at 5:30 pm. Trustees Gail Rutherford, Sylvester Dunn, Judy Williams, Jan Niehaus, Jane Barker, and Bill Haggerty were present. Director Kathleen Gallagher and Assistant Director Ronya McCool attended on behalf of the Library.
- II. Approval of the Minutes, November 20, 2023  
The board does not meet in December. Jan Niehaus motioned to approve the November 2023 minutes as written. Jolene Klingenberg seconded, and trustees voted unanimously to approve these minutes.
- III. Citizen's Comments  
See Director's Report.
- IV. Correspondence  
See Director's Report.
- V. President's Report
  - A. Library collection overview  
The trustees discussed touring the library collections at the end of the meeting, guided by Kathleen and Ronya.
  - B. Personnel Committee  
Jolene and Jane Barker serve on this committee, which has gathered materials and set up a meeting for initial review.
- VI. Library Financial Report
  - A. Nov. and Dec. 2023 Balance Sheet/Budget Report; Nov. and Dec. 2023 Commerce Bank Statement  

Director Kathleen Gallagher reviewed the library's budget and balance sheets for the last two months. By the end of December, which is the end of the first half of the 2023-24 FY, the library had 49.62% of budgeted funds remaining. Grant payments had not yet been received, so some categories look lopsided and overspent. See New Business for introduction of an amended budget that will better reflect future payments.

Per Library's bank statements, the Library is well-positioned and the board discussed the possibility of investing in another treasury bill in the near future. Jolene Klingenberg motioned to

invest \$50,000 in a new treasury strip. She was seconded by Jane Barker, and the board voted unanimously by roll call in favor of this investment.

## **VII. Director's Report**

### **A. Nov. and Dec. 2023**

The library's December 2 local kids' author event, which featured Sylvester Dunn's granddaughter, and two other local authors, was well-attended.

The library was awarded a tech mini grant in December, followed by a summer reading grant of \$10,000 for programming and item purchases. Kathleen and Children's Librarian Alison Kocher have secured a rocketry camp and will work with MRH to promote the camp to students who might not otherwise be able to attend a similar offering.

The Library was successfully audited through the City of Richmond Heights and although we are a separate entity the auditor continued auditing us as a component of the City, saving us money in hiring an auditing firm.

The library received a comment from a regular, long-time patron who appreciates that we monitor our environment by performing walkarounds. Walkarounds give patrons the opportunity to approach us with questions, and allow us to check on patrons' well-being.

Another library user submitted a comment about monitoring our noise level. The library is an open floor plan and noise transmits easily to far corners. The director has instructed staff to conduct conversations in a quiet manner and will investigate sound abatement strategies.

Most of the library's borrowing and programming statistics are on target to easily exceed last fiscal year's numbers. The board discussed, and the library will investigate, the statistic for November 2023 adult programming.

## **VIII. Old Business**

### **A. New personnel policies adapted from City of RH**

In November 2023 the library presented policies adapted for use from the City of Richmond Heights; on advice from the board, the library revised and updated E-008. Jan Niehaus motioned to adopt these policies, was seconded by Bill Haggerty, and the board voted unanimously by roll call to adopt these policies.

It is the intent of the board and library administration to distribute these policies as a handbook for new hires and at employees' annual evaluations.

### **B. Memorandum of Understanding - Resource Sharing Agreement Missouri Evergreen**

As the Municipal Library Consortium has voted to join the Missouri Evergreen network, Kathleen presented a Memorandum of Understanding for the Board's approval. RHML anticipates saving \$1,160 over the commercial system Polaris with this change. Important benefits include joining a statewide network of 50+ libraries, increasing access to resources for all involved, and standardizing our cataloging records.

Bill Haggerty motioned to approve the memorandum. He was seconded by Jane Barker, and the trustees approved unanimously by roll call.

**IX. New Business**

**A. Proposed Amended Budget FY 23-24**


Director Kathleen Gallagher introduced an amended budget for FY 23-24 that more accurately reflects changes to expenses that were not available in June when the annual budget was approved by the board. The board will vote on the amended budget at the February 2024 meeting.

**X. Adjournment**

The board meeting adjourned at 6:35 pm, and members joined Kathleen and Ronya for a short tour of the library's adult collections.

Prepared by: Ronya McCool

Approval Date:



Janice Niehaus

Janice Niehaus, Secretary, Library Board of Trustees