

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

BOARD OF TRUSTEES MEETING MINUTES

Tuesday, February 20, 2024, 5:30 p.m.

- I. Call to Order and Roll Call
Board President Jolene Klingsenberg called the meeting to order at 5:30 pm. Trustees Gail Rutherford, Judy Williams, Jan Niehaus, Jane Barker, Connie Agard, Kathleen Selinger, and Bill Haggerty were present. Director Kathleen Gallagher and Adult Services Librarian Cindy Cantrell attended on behalf of the Library.
- II. Approval of the Minutes, January 16, 2023
Jan Niehaus motioned to approve the January 2024 minutes as written. Judy Williams 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. Personnel Committee
Jolene stated that discussions have begun regarding rewriting job descriptions and making sure staff understand their path of upward mobility within the organization. Of the job descriptions looked at, it appears only a subset are going to require rewording. When the committee has made more progress, they will report back to the Board.
- VI. Library Financial Report
 - A. Jan. 2024 Balance Sheet/Budget Report
Director Kathleen Gallagher reviewed the library's balance and budget sheet for the last month. For the period ending 1/31/2024, the library had 42.89% of the budget remaining for the year which puts the library in a good place.

Kathleen reported that a sizable Personal Property Tax check was received in January, but reminded everyone that receiving the rest of the money will come in smaller amounts throughout the year.

Kathleen introduced a new report from the City's finance department called the Portfolio Investments Tracker Report. Several Board Members liked the report and were happy with the numbers.

VII. Director's Report

- A. Director Kathleen Gallagher reported that the library has been awarded a grant for the Summer Reading Program this summer, although the money has yet to come in.

Foot traffic increased in January while computer use remained steady.

VIII. Old Business

- A. Proposed Amended Budget FY 23-24
Director Kathleen Gallagher reviewed the proposed changes to the Library Budget. Kathleen noted that primary changes were connected to the numerous state grants received. Now that most grants have been awarded for the fiscal year, we can record exact revenue expectations. In the initial budget grants revenue was recorded at \$0 because it is uncertain at the beginning of the fiscal year. Likewise, we know what our grant-related expenditures will be and in which budget line. This is especially important for line 770350 Operational Equipment as this is where the bulk of grant-funded tech purchases are charged.

While looking at the Proposed Amended Budget, Board Member Jane Barker asked how the library knows when grant money will come in. Kathleen responded that the library doesn't know exactly when grant money will come through, but libraries in the state know that each year certain grants will come open. The State Library is very good at working with libraries to make sure their grant proposals are correct because ultimately, the State Library wants to give the money to libraries.

Judy Williams motioned for the Board to Approve the Proposed Amended Budget. Kathy Selinger seconded the motion. All Board Members voted in favor.

IX. New Business

- A. HB No. 2498 - Director Kathleen Gallagher informed Board Members about a bill that's currently before the Missouri State House Oversight Committee. HB2498 has 2 parts. Part 1 requires that all Library Board positions be elected. Kathleen feels that this section of the bill will not realistically pass as the Fiscal Analysis presented by several libraries from around the state shows this would be financially unfeasible for most libraries. The Director does think Part 2 of the Bill has more potential to move forward. It states that Library Boards will be responsible for the oversight and final approval (or rejection) of all library materials, library staffing, library events and library facilities. Bill Haggerty asked where the Bill is in the legislative process with Kathleen replying that it is still currently in Oversight. The Board would like to know who they should be contacting at the state level. Kathleen will forward the

Oversight Committee members' names and contact information.

- B. Bill Haggerty announced that this Board Meeting will be his last, as he and his wife are moving to the Chicago area. He stated that one of the highlights of his time as a Board Member was working with Jolene to hire Kathleen as Director. Other members of the Board thanked him for all the work he has put in over the years.

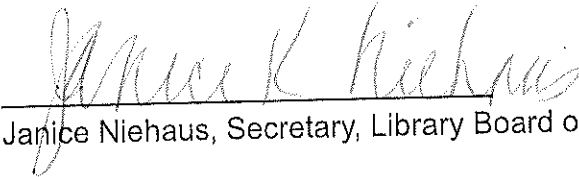
Kathleen asked the Board to let her know of any residents who might be interested in serving on the Board.

X. Adjournment

The Board was adjourned at 6:09pm with Jane Barker making the motion to adjourn, and Connie Agard seconding the motion.

Prepared by: Cindy Cantrell

Approval Date:


Janice Niehaus, Secretary, Library Board of Trustees