

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

BOARD OF TRUSTEES MEETING MINUTES

Tuesday, March 18, 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, Jane Barker, Connie Agard, Sylvester Dunn, Jan Niehaus, Judy Williams, and Kathy Selinger were present, along with Library Director Kathleen Gallagher and Assistant Director Ronya McCool on behalf of the library.

II. Approval of the Minutes, February 20, 2024

Kathy Selinger motioned to approve the minutes. Jan Niehaus seconded, and the February 2024 minutes were approved unanimously.

III. Citizen's Comments

None to share at this time.

IV. Correspondence

Kathleen reported City Council shared a resolution to approve new board member Virginia "Jenny" Renfrow, to replace outgoing Trustee William Haggerty.

V. President's Report

A. Personnel Committee Overview of Activity

1. Organizational Chart
2. Pay Ranges
3. Job Descriptions

See New Business for explanation and discussion.

VI. Library Financial Report

A. Feb. 2024 Balance Sheet/Budget Report; Feb. 2024
Commerce Bank Statement

Following February's vote to amend the library budget, those updated numbers are reflected in the current budget. Twenty-two percent of real estate tax is still to be collected; 2023 was an assessment year so collection may be slower due to residents still waiting on decisions. All numbers should be in by April or May.

FY 2023-24 is 67% over with just under 61% of library funds spent.

Judy Williams asked if the final payments for grants had been received and Kathleen indicated these could be received after the end of the current FY. Due to the Missouri State Library's announcement of a shrinking budget, SRC grants may be affected—but tech grants are proceeding normally per payment.

The Board discussed how freezing tax rates for qualifying senior citizens (known as the Senior Property Tax Freeze) may affect the library. Kathleen reported that the sense from City officials is that this does not affect enough people in Richmond Heights to be a concern.

VII. Director's Report

A. Feb. 2024

Kathleen pointed out that attendance at February's programs exceeded the previous month.

VIII. Old Business

Trustee Bill Haggerty has left the board. We are sorry to see him go and thank him for his invaluable insight and service. Jolene will coordinate a social event with Bill.

IX. New Business

A. DRAFT Library Pay Scale

Jolene Klingenberg reported that the review committee has completed a review of all job descriptions; Kathleen and Ronya have revised and updated job descriptions to follow a consistent format. Jobs have also been separated into levels and job families, reflective of other library and governmental markets to standardize salary ranges, providing a minimum and maximum, and broadened to allow flexibility for staff in admin positions to grow talents and skills. A new organizational chart was created to show those different levels and which staff report to whom.

The committee hopes that standardizing these components as a guideline will make it easier for admin to make hiring and budget decisions and perform staff evaluations. During FY 2024-2025 everyone will be inside, or nearly inside, the appropriate pay range for their position.

B. Commerce Bank Premium Positive Pay

The City and the library held a relationship review with Commerce Bank. The Library received a letter from Commerce offering their premium positive pay service, designed to protect account holders from suspicious activity. This service costs \$40.00 per month plus .10

cents per check, or roughly \$500 per year but would offer protection against fraud via check washing or other means. Jolene Klingenberg made a motion for the Board to approve this expense, seconded by Connie Agard, and the board voted unanimously in favor by roll call.

X. Adjournment

Gail Rutherford motioned to adjourn, was seconded by Judy Williams, and the meeting adjourned at 6:17 PM.

Prepared by: Ronya F. McCool

Approval Date:

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

Janice Niehaus, Secretary, Library Board of Trustees