

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

BOARD OF TRUSTEES MEETING MINUTES

Monday, April 15, 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, Jan Niehaus, Connie Agard, Judy Williams, Kathy Selinger, and new trustee Jenny Renfrow were present. Director Kathleen Gallagher and Assistant Director Ronya McCool attended on behalf of the Library.

II. Approval of the Minutes, March 18, 2024

Jan Niehaus motioned to approve the minutes incorporating changes suggested by Jolene Klingenberg, was seconded by Judy Williams, and the vote was approved unanimously.

III. Citizen's Comments

See Director's Report. The Library received a positive, supportive comment from a patron named Margaret who thanked us for providing access to many resources including ebooks.

IV. Correspondence

See New Business, IX-D.

V. President's Report

A. New Board Officer introduction

Jolene welcomed Jenny Renfrow to the Library Board.

B. Personnel Committee-Summary and Final Remarks

Jolene gave a final summary of the activities of the Personnel Committee, which worked to streamline, update and standardize job descriptions to better arrange for salary schedule planning. The Library's organizational chart was updated to reflect job families and to include administrative and support positions as well as librarian positions.

C. Board Officer Slate 2024-2025

Each June the board votes on a slate of officers for President, Vice President, Treasurer and Secretary. Jolene put out a general call for volunteers for these roles.

VI. Library Financial Report

A. Mar. 2024 Balance Sheet/Budget Report; Mar. 2024

Director Kathleen Gallagher reported that some personal property tax disputes are not yet resolved, so these funds are trickling in but we have not seen the full amount yet. Otherwise, the Library has 25% of its fiscal year left with 30.1% of budgeted funds remaining.

VII. Director's Report

A. Mar. 2024

Kathleen announced the Library has been awarded a Spotlight Grant to help fund cooking programs and supplies for programming. Youth Services Librarian Alison Kocher took the lead on this grant process, with assistance from Kathleen, Ronya, and YS assistant Kim Williams.

The issues that caused the Library's 2-day closure in March have been resolved and the Library has remained open and returned to full service. The more serious effects were felt by the HEIGHTS offices below the library.

Director Kathleen Gallagher pointed out the inclusion of new charts to compare borrowing, program attendance, and traffic statistics for FY 2022 and FY 2023. For borrowing, the pattern is similar for 2022 and 2023 but is higher in 2023. The programming curve is less consistent due to variations in the timing of big programs: Trucks or Treats in FY22, and Lunar New Year in FY23. Program attendance spiked in February due to the number of programs offered. Traffic maintained a similar gap to borrowing numbers, except that the unexpected March closure skewed the pattern. Some increases in borrowing and traffic from FY22 and FY23 are due to post-pandemic expansion, but adding back Sunday hours was also a factor. Foot traffic is ticking down, but also reflects our Sunday open hours (resumed in September 2022).

Brentwood Public Library announced that Proposition L passed earlier in April—this will allow them to purchase, gut, and renovate a new building across the street from their current location, gaining more space.

VIII. Old Business

A. DRAFT Library Pay Scale

The Board discussed the adoption of the salary range plan presented last month. Jane Barker made a motion to approve the plan as written, Jan Niehaus seconded, and the motion passed unanimously by roll call vote.

IX. New Business

A. DRAFT Revision C-002 Use of Volunteers

Kathleen presented this revision to include use of adult volunteers on a case-by-case basis after they pass a background check.

B. DRAFT Revision C-004 Patron Code of Conduct

This policy has been revised to include a specific framework for consequences for violations of the code of conduct, and now contains more specificity about the types of illegality (eg, anything prohibited by federal and state laws) that will also be considered violations of the Library's code of conduct. The board discussed the definition of trespassing, more specific wording for its consequence, and overall consequences for major violations.

C. DRAFT Revision E-01–E-28 (Employee Manual)

Director Kathleen Gallagher presented these policies as a slate to be adapted upon approval into an employee manual. Some policies have not been updated in twenty years. The only one currently in need of revision is E-003: Salary Plan which will supersede the previous E-002 and E-003 and provides a guideline for salary review. The board discussed wording and grammatical changes to this policy.

D. Greenstate Credit Union CD maturing 4/16/24

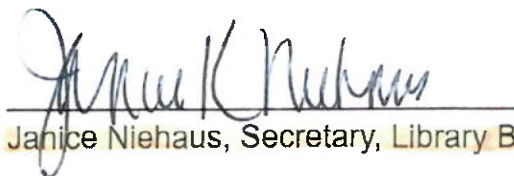
Director Kathleen Gallagher pointed to correspondence from the Library's financial representative, Jason Snow, concerning the maturation of this CD. Their recommendation is to add the amount (\$50,000) to the Treasury Strip due November 15, 2025, at an interest rate of 4.45%. Jolene Klingenberg motioned to follow this recommendation, seconded by Judy Williams, and the roll call vote was unanimous.

X. Adjournment

Gail Rutherford motioned to adjourn, was seconded by Connie Agard, and the meeting adjourned at 6:33 PM.

Prepared by: Ronya F. McCool

Approval Date:



Janice Niehaus, Secretary, Library Board of Trustees