

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

BOARD OF TRUSTEES MEETING MINUTES
Tuesday, January 21, 2025 at 5:30 p.m.

I. Call to Order and Roll Call

The meeting was called to order by Board President Jolene Klingenberg at 5:31 pm. Trustees present were Sylvester Van Dunn, Jenny Renfrow, Connie Agard, Jane Barker, Gail Rutherford (via Zoom) and Judy Williams, joined by library representatives Kathleen Gallagher, Library Director, and Ronya McCool, Assistant Director.

II. Approval of the [Minutes, November 18, 2024](#)

Jenny Renfrow motioned to approve the minutes as written. Jane Barker seconded and the minutes were approved by unanimous vote.

III. Correspondence

Comments included in packet (see p. 29).

IV. President's Report

A. Library Advocacy Day, Tuesday, February 4, 2025

Jolene and Jane will accompany Kathleen to Jefferson City for the opportunity to meet our local representatives and share library concerns for the legislative session

B. Committee formation: Personnel

Jolene Klingenberg, Jenny Renfrow and Jane Barker will form a committee, with input from Kathleen, to examine the pros and cons of adopting PTO (paid time off) for the library versus continuing separation of sick and vacation time. This committee will hold 2 additional meetings by March to be able to bring conclusions to the board for an April vote, holding to the library's fiscal and evaluation timeline.

C. Trustee Continuing Education: ALA Short Takes for Trustees

1. Intellectual Freedom

The library board viewed and discussed a short video on freedom to read and access information without surveillance, creation of policies to guide same, and intellectual freedom advocacy.

V. Library Financial Report

A. November and December 2024 Balance Sheets/Budget Reports ; November and December 2024 Commerce Bank Statements

Director Kathleen Gallagher reviewed the financials for November and December 2024, which were standard save for that in November county revenue had not yet come in, so available cash was at a low point until county revenue arrived in December as is typical. Because one of the Library's T-strips matured in the interim, Kathleen waited to reinvest the principle to help cushion the cash flow in the meantime. The principle was reinvested in December.

At end of year 51% of funds remained as is typical at the halfway point of the fiscal year (July-June).

VI. Director's Report

A. November-December 2024 and Statistical Report

- Migration—some issues are still being addressed with Equinox and Missouri Evergreen; Kathleen commended Cindy Cantrell, Sam Leach and Ronya McCool for providing guidance during the migration and reorganizing our delivery prep system to accommodate the higher quantity of items being sent out.
- Events—Two tax prep organizations will provide services in the program room beginning January 31: AARP and the Metro StL Tax Coalition (MCTC). The latter normally meets at Maplewood Library, which is undergoing renovations. As a result tax prep will take place three mornings a week through the beginning of April.
- Usage—Lower circulation numbers for November and December than in 2023 may indicate some disruption due to the migration. However, foot traffic, computer use and program attendance all remained high, and even with the dip in circulation, the library expects to exceed 2023's overall numbers.
- The board discussed the promotion of Winter Reading, as our enrollment is 3x higher than the previous year.

B. Prop A information

Kathleen provided a chart to assess the Library's status regarding the recently passed Missouri Prop A, which requires businesses and organizations to pay a \$15/hr minimum wage and to provide sick leave. As a taxpayer-funded entity the library is exempt; however, both the library's wages and sick leave policies exceed requirements of Prop A.

VII. Old Business

None.

VIII.

New Business

A. Ethics Statement of the Board of Trustees B-002

The board reviewed and discussed samples of ethics statements and changes to our current document, to be voted on in February and signed in September. A staff version will also be prepared for staff to sign at their annual evaluations. The board asked to sign the statements as early as possible in support of the library.

B. Conflict of Interest Statement

The board reviewed and discussed a sample Conflict of Interest statement, to be voted on at February's meeting and prepared for signatures.

C. DRAFT Twelve Month Board Agenda B-004

This was last adopted in 2021. Jolene presented a new agenda schedule and the board discussed the current document and any changes to the new agenda. This will also be voted on in February.

IX. Adjournment

Judy Williams motioned to adjourn, was seconded by Connie Agard, and the board meeting adjourned at 6:29 PM.

Anna K. Nikaus 2/18/2025