

Richmond Heights Memorial Library
8001 Dale Avenue
St. Louis, Missouri
(314)645-6202

BOARD OF TRUSTEES MEETING MINUTES

Monday, November 18, 2024, 5:30pm

I. Call to Order and Roll Call

The meeting was called to order at 5:30pm with Trustees Jan Niehaus, Jane Barker, Judy Williams, Sylvester Dunn, Kathy Selinger, and Jolene Klingenberg in attendance. Library Director Kathleen Gallagher and Adult Services Librarian Cindy Cantrell represented the Library.

II. Approval of the Minutes for October 21, 2024

Jan Niehaus pointed out that she was not at the October meeting but the minutes state she was. Kathleen will confirm with all Trustees to determine who was there. Board Members in attendance let Kathleen know which ones were present, and Kathleen will follow up with the others to determine the correct attendance. The October Minutes were approved otherwise. Jane Barker moved and Sylvester Dunn seconded to approve the minutes.

III. President's Report

a. Goals

Jolene reviewed the goal of continuing to progress upward on the Library's Missouri Public Library Standards current score. One of the ways to continue forward is to make sure the Board reviews the Library's policies on an annual basis. The Board will look at each section once a year. A plan will be drawn up to determine which sections are reviewed each meeting.

b. Trustee Continuing Education: ALA Short Takes for Trustees

The Board watched a short video on the Board Member ethics. The video mentioned the need for Library Trustees to annually review and sign off on a Board Member Ethics Statement. Jolene indicated the Library Board should start doing this. Discussion took place on when to begin the review. The group decided it would be reviewed at the January meeting, then it will be added to the September Board Meeting on an ongoing basis.

IV. Library Financial Report

a. September 2024 Balance Sheet/Budget Report (attached); September 2024 Commerce Bank Statement (attached).

Director Kathleen Gallagher reported that while the Library is lower in tax revenue than it usually usually is at this point in the year, the Library is still in good shape. A Treasury

strip came due on Friday, November 15, 2024, so Kathleen put it in the Library's checking account. It will be reinvested once the first large revenue payment comes in.

Jolene asked Kathleen if she had any information on the long term effects the senior tax breaks are likely to have on library tax revenue. Kathleen reported she hears it will likely have a small effect but will reach out to the county to see if they have estimates.

Kathleen indicated she would have a review of the minimum wage hike passed in the November 5 election and whether she expects it to have any effect on the library.

V. Director's Report

a. October 2024 (attached)

Highlights:

Kathleen praised employees Sam Leach, Ronya McCool and Cindy Cantrell for their hard work on the ILS migration that took place in October. The Board gave a round of applause for staff. Kathleen, also, reported that the new system is largely working as expected although there are still outstanding issues the MLC Directors are working with Equinox/Missouri Evergreen to solve. She also reported that she had expected to see a dip in attendance and use numbers in October due to the migration, however she was pleased that the dip was very minimal.

Jolene asked Kathleen if she had heard anything about whether a new State Librarian had been appointed yet. Kathleen responded that nothing was likely to happen until after the new Secretary of State, Denny Hoskins, is in place in January. She stated that Janet Caruthers is the current Interim State Librarian and doesn't know if Ms. Caruthers plans to pursue the permanent position.

Jolene asked about the patron's request for the Library to obtain Braille books. Kathleen indicated that the patron was directed to the Wolfner Talking Book and Braille Library. Wolfner is the Missouri state-sponsored library that provides braille and audio materials for free directly to Missouri residents who qualify for their services. The Richmond Heights Library would not have the space to provide braille books directly to patrons given the amount of space even a single braille book requires. Kathleen said it is probably time to have Wolfner come do another presentation for staff educating them on the various services the library offers. Our library has done a display in the past letting people know about the services provided by Wolfner. The topic led to a discussion regarding making sure the new library website is written to work with screen reader software, like JAWS. Cindy reported that in planning out the new website, Sam and she are working toward making the website as accessible as possible.

VI. New Business

None

VII. Old Business

a. Draft Policy Final Approval

The Board unanimously approved revisions to the Patron-related Library Policies (Section C policies) that had been discussed in the October Board Meeting. There were

two additional revisions to the wording since the October meeting: One revision was in the C-004 Patron Code of Conduct policy which, as suggested in October, the wording "including instructions on posted signage". (Page 23 of this month's Board Packet) The second revision was the deletion of an extra word, "and" at the end of policy C-005 Public Internet Use.

Judy Williams motioned to approve the revisions. Jane Barker seconded the motion. All Board Members voted in favor.

VIII. Adjournment

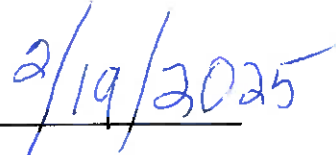
Jane Barker motioned to adjourn. Sylvester Dunn seconded the motion. The Board adjourned at 6:15 PM.

Minutes prepared by: Cindy Cantrell

Approved:



Janice Niehaus, Board Secretary



Date