

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

BOARD OF TRUSTEES MEETING AGENDA  
Monday, September 18, 2023, 5:30 p.m.

- I. Call to Order and Roll Call  
President Jolene Klingenberg called the meeting to order at 5:30 p.m. Trustees Bill Haggerty, Gail Rutherford, Kathy Selinger, Sylvester van Dunn, Jan Niehaus, Connie Agard, new trustee Judy Williams, and Library Director Kathleen Gallagher and Assistant Director Ronya McCool were in attendance.
- II. Approval of the Minutes, June 20, 2023 (attached)  
Jan Niehaus motioned to approve as written. Bill Haggerty seconded, and the trustees voted unanimously.
- III. Correspondence (attached)  
Kathleen has been invited to the St. Louis Modern Chinese School's Chinese Moon Festival. Jolene Klingenberg and Director Kathleen Gallagher will attend on Saturday, September 23.
- IV. President's Report  
President Jolene Klingenberg introduced Judy Williams to the board, and introduced strategic goals for the Library using the 2022 Missouri Public Library Standards as a guiding document.
- V. Closed Session  
At 5:56 p.m. Judy Williams proposed, and Kathy Selinger seconded, a motion to go into closed session. The Board unanimously voted to hold a closed meeting pursuant to Subsections (1) of Section 610.021, RSMo, to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Sylvester Dunn proposed returning to open meeting, seconded by Jan Niehaus, and trustees unanimously adjourned the closed meeting at 6:08 p.m.

- VI. Library Financial Report
  - A. June 2023 Balance Sheet/Budget Report (attached); June 2023 Commerce Bank Statement (attached)
  - B. July 2023 Balance Sheet/Budget Report (attached); July 2023 Commerce Bank Statement (attached)
  - C. August 2023 Balance Sheet/Budget Report (attached); August 2023 Commerce Bank Statement (attached)

Kathleen reported the library came in under budget for total expenses by nearly \$12,000. The library had planned to update

YS library furniture but due to personnel changes, this will take place in the current 2023-24 budget year with input from the new YS librarian.

A \$100,000 treasury strip will mature on November 2, 2023; the library has cash on hand, so is in a position to reinvest it.

**VII. Director's Report**

**A. June, July, August 2023 (attached)**

- Summer reading participation numbers up by a third over previous summer in all age groups
- Circulation numbers are the highest since 2019
- The library has seen a 200% increase in digital borrowing, a statistic that everyone has been watching due to the pandemic
- Betsy Simmons, our long-time YS librarian, completely retired in July 2023
- We hired Kim Troyer as our new circulation assistant who has jumped right in and proved very capable in her new position
- Teen attendance is higher; we are also offering more teen events
- We have partnered with OASIS to offer free courses here in the fall
- The Municipal Library Consortium has voted to join Missouri Evergreen with a migration date by the end of 2024. This is a service forward strategy to connect patrons to more materials.

**VIII. Old Business**

- A. Compliance with 15 CSR 30-200.015 summary information**  
Director Kathleen Gallagher reports that we are in compliance with the new Missouri state rule and our eligibility for grants has therefore not been affected.

**IX. New Business**

- A. Library Board Resolution No. 01-19 setting 2023 Tax Levy**  
Per the resolution: In a 1984 election, the electorate approved an increase on library taxes, the total maximum being .25 cents for every \$100 that can be collected. The current proposal is to vote to go to that ceiling set by the Hancock Amendment.

Residential real estate:	.173 cents per \$100
Commercial real estate property:	.239 cents per \$100
Personal property:	.211 cents per \$100

These rates will likely put revenues at the rate estimated in, or slightly higher than, the adopted 2023-24 budget. Kathleen noted that we had just received a message from the county assessor indicating there would be an update to the assessment. This may mean a likelihood of a special board meeting to approve the resolution once those numbers are received. The board discussed approving the current levy in case there were no changes, with the option of meeting a second time to vote on the resolution.

Jolene motioned to approve, seconded by Connie Agard, and the board voted unanimously by roll call to approve the resolution.

**B. Draft Policy Proposal: F-002 Records Retention**

The board was presented with a draft of a records retention policy, and will vote on it in the October meeting.

**X. Adjournment**

Jolene Klingenberg motioned to adjourn the meeting, seconded by Kathy Selinger, and the meeting was adjourned at 6:44 p.m.