

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

BOARD OF TRUSTEES MEETING MINUTES

Monday, September 16, 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, Sylvester Dunn, Jenny Renfrow, Connie Agard, and Kathy Selinger were present, with Judy Williams joining by Zoom. Director Kathleen Gallagher and assistant director Ronya McCool attended on behalf of the Library, joined by special guest Sam Leach, Library IT coordinator.

II. Approval of the Minutes, June 17, 2024 and August 26, 2024

Board discussed a change to the August special meeting minutes to note that Judy Williams, not Connie Williams, was in attendance. Connie Agard motioned to approve these sets of minutes with changes. She was seconded by Jane Niehaus, and the board voted unanimously for approval.

III. Correspondence

Correspondence of note included a letter from Mayor Reginald Finney regarding the Library's participation in a local TIF commission for development of The Boulevard South. The Library is part of a group of affected taxing districts allotted one seat, and that group chose the Library to represent it. Jolene Klingenberg, Board President, is representing the Library. October 23 is the next commission meeting date.

IV. President's Report

A. Goals 2024-25

President Jolene Klingenberg reported on the board and library's progress adopting and adhering to the Missouri Public Library standards document, a 3-level guide to reviewing and improving library services from essential to exemplary.

Past goals included focusing on personnel salary and creating a salary schedule to clarify career paths and standardize job descriptions and pay ranges; creating a donation portal; adopting a policy for welcoming adult volunteers.

Future goals include education on dealing with difficult patrons; fundraising and outreach; revising the library's leave policy with an

eye toward moving to PTO; and replacing library technology, including an upcoming grant to replace library printers.

B. Policy Review

This fiscal year the board will examine and revise the public services policies, as many have not been reviewed in several years.

C. Trustee Continuing Education: ALA Short Takes for Trustees

This has been postponed to October's meeting.

V. Library Financial Report

A. June 2024 Balance Sheet/Budget Report (attached); June 2024 Commerce Bank Statement (attached)

B. July 2024 Balance Sheet/Budget Report (attached); July 2024 Commerce Bank Statement (attached)

C. August 2024 Balance Sheet/Budget Report (attached); August 2024 Commerce Bank Statement (attached)

Reports and balance sheets for June, July and August 2024 in combination show nothing unusual; at the end of August, over 14% of expenditures had been spent at 16% of the year so we are under budget.

VI. Director's Report

A. New website and MOREnet host: Sam Leach, Coordinator of Library Tech II

Guest Sam Leach spoke to the Board about the library's planned move to MOREnet hosting and the new library website currently in development. The new website will adhere more closely to current trends in website building, bringing a modern look to the site as well as easier navigation for patrons and staff. For staff, moving the hosting will result in cost stabilization, and responsive tech support. Refreshing and reorganizing the site will also allow staff to maintain it more easily and quickly upload a wide variety of content for patrons.

B. June, July, August 2024 (attached)

In July 2024 we had 14,900 total item circulations, which is the highest number of circulations since 2019.

Our foot traffic has doubled over the last year; we had 16,283 people in July which was the highest since 2012! Both of these numbers may be attributed largely to summer reading—we had good attendance and participation. In addition, staff works to make Richmond Heights a library destination—by offering voting, YS scavenger hunts, a popular hot read collection, Kits on Demand, etc—the staff works to create positive experiences for patrons.

Kathleen, Ronya and Cindy are working with the rest of the MLC to promote the upcoming migration to Evergreen. Jan Niehaus extended kudos to the Library for managing this process.

VII. New Business

A. Library Board Resolution No. 01-21 setting 2024 Tax Levy

This is an annual real estate property tax levy process that sets tax revenues for the library. 2024 amounts are the same as the previous year. Residential revenues are set at .173 cents per \$100 of assessed valuation, commercial revenues are set at .232 cents per \$100 of assessed valuation and personal property at .211 cents per \$100 of assessed valuation. Jan Niehaus read the resolution for the Board and made a motion to approve. She was seconded by Sylvester Dunn and the Board voted unanimously by roll call to approve the levy.

VIII. Adjournment

Jenny Renfrow made a motion to adjourn, was seconded by Jane Barker, and the board adjourned unanimously at 6.11 pm.

Minutes prepared by: Ronya McCool

Board Secretary:

