

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

BOARD OF TRUSTEES MEETING MINUTES

Monday, April 21, 2025 at 5:30 p.m.

- I. Call to Order and Roll Call  
President Jolene Klingenberg called the meeting to order at 5:32 pm. Trustees Kathy Selinger, Gail Rutherford, Sylvester Dunn, Jane Barker, Jan Niehaus, Jenny Renfrow, and Judy Williams were in attendance, and joined by Director Kathleen Gallagher and Assistant Director Ronya McCool on behalf of the Library.
- II. Approval of the Minutes, March 17, 2025  
Jane Barker motioned to approve the minutes as written, was seconded by Jan Niehaus, and the board approved the minutes unanimously.
- III. Correspondence  
None to report.
- IV. President's Report
  - A. Trustee Continuing Education: ALA Short Takes for Trustees Advocacy & Communications, pt. 2  
The board viewed the second part of this advocacy information video, which encouraged developing collective advocacy strategies and messaging ("community stories") to promote the library to the community. The board then discussed a tracker for initiatives and legislation and finding a 10-15 minute tutorial or guide on how to represent the Library at events.
  - B. Committee: Personnel  
Director Kathleen Gallagher met with the city Finance department to gather information on the efficiency of converting personnel vacation and sick leave time to PTO. This committee will meet to discuss the findings, then make recommendations to the Board of Trustees.
- V. Library Financial Report
  - A. March 2025 Balance Sheets/Budget Report; March 2025 Commerce Bank Statement  
Director Kathleen Gallagher reports that our revenues are in good standing. We have 25% of the fiscal year left and just over 27.79% of funds left to spend. Some revenues have not yet come in—mostly residential taxes that have been paid to the county, but the county has not yet sent our check to us.

## **VI. Director's Report**

### **A. March 2025 and Statistical Report**

- One senior living facility in Richmond Heights, Richmond Terrace, has closed; outreach librarian Tricia Brown is now making three visits a month.
- We have received an update on the status of IMLS funding in April; the state did receive some funds which will be distributed to libraries with grants in process, so libraries will get some funding reimbursements.
- Our next year's budget will reflect the lack of IMLS funding with our costs for MOREnet and MALA courier service.
- Kathleen will attend the American Association of Special Districts MidAmerica Conference in Springfield on April 24 and 25 to attend seminars on various aspects of local governance, including cooperative procurement, Sunshine Law, and more.

## **VII. Old Business**

### **A. Draft Review: Collections Policies**

1. D-001 Copyright Protection Policy
2. D-002 Request for Reconsideration of Materials
3. D-003 Receipt of Gifts
4. D-004 Collection Development Policy

The board approved this raft of policies with updates suggested by Jan Niehaus. Jan motioned to approve, was seconded by Kathy Selinger, and the trustees approved unanimously.

### **B. Draft Review: Public Forum Area Policy - C-009**

Gail Rutherford motioned to approve, seconded by Jane Barker, and all trustees approved the policy.

### **C. New Administrative Policy**

1. Draft: F-003 Cybersecurity Policy

Sylvester Dunn motioned to approve the cybersecurity policy, was seconded by Gail Rutherford, and the board approved unanimously.

## **VIII. New Business**

### **A. Draft Review: Resolution No. 01-22 Opposing Executive Order of March 14, 2025**


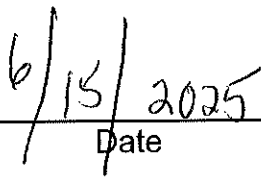
The board discussed ramifications/intentions of the resolution and its wording and title. Updates were made and the entirety was read to Board. Kathly Selinger motioned to approve the resolution with changes, seconded by Judy Williams, and the resolution was unanimously approved by roll call vote: Jolene Klingenberg, Kathy Selinger, Gail Rutherford, Jenny Renfrow, Sylvester Dunn, Jane Barker, and Jan Niehaus. Kathleen will send copies to the trustees and staff, send copies to state representatives, and post on website.

## **IX. Adjournment**

The board discussed the list of upcoming meetings and events; trustees volunteered for Juneteenth and other City events.

Jan Niehaus made a motion to adjourn, seconded by Jenny Renfrow, and the board voted to adjourn at 6:52 pm.

Prepared by Ronya McCool

	
_____ Janice Niehaus, Board Secretary	_____ Date