

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

BOARD OF TRUSTEES MEETING MINUTES
Monday, November 17, 2025 at 5:30 p.m.

- I. Call to Order and Roll Call
President Jolene Klingenberg called the meeting to order at 5:31 PM. Additional trustees present were Jenny Renfrow, Connie Agard, Judy Williams, Jane Barker, Jan Niehaus, Betsy Simmons, and Jennifer Morgan. Director Kathleen Gallagher and Assistant Director Ronya McCool represented the Library.
- II. Approval of the [Minutes, October 20, 2025](#)
Judy Williams motioned to approve these minutes as written, was seconded by Jan Niehaus, and the board unanimously approved the October 2025 minutes.
- III. Citizen Comments
None at this time.
- IV. [Correspondence](#)
Director Kathleen Gallagher pointed out correspondence with Commerce Bank; the library will wait for more County tax revenue to arrive before investing in a new treasury strip following the maturation of a strip on November 15.
- V. President's Report
 - A. Finance Committee [Draft Minutes, October 23, 2025](#)
The board discussed the local tax levy rate history—a .25 cent tax rate for the library has stood since 1984; ways to bring in higher operating revenue; renovation efforts which would focus on private meeting spaces and/or single-use family public restrooms; and best practices for surplus funds.
- VI. Library Financial Report
 - A. October 2025 Balance Sheets/Budget Report; October 2025 Commerce Bank Statement
Director Kathleen Gallagher reports that October tax revenues are not reflected in this report. Expenditures are in line with expectations at this point in the FY.

VII. Director's Report

A. October 2025 and Statistical Report

Kathleen Gallagher reported that the library received the first of two A& E payments for approximately \$4,000; normally we budget this line item at 0 due to variability. We expect this number will total approximately \$8,000 after the second payment.

The board expressed interest in meeting new Outreach librarian Jacob Baker and hearing about the Library's outreach efforts at a January or February 2026 meeting.

B. MOSIP and MOCAAT

The board discussed contracting with one or both of these investment entities. Jenny Renfrow motioned to approve the resolution to adopt MOSIP as the library's intergovernmental investment funds partner. Motion was seconded by Connie Agard, and the resolution was unanimously approved by roll call vote: Jolene Klingenberg, aye; Jenny Renfrow, aye; Connie Agard, aye; Judy Williams, aye; Jane Barker, aye; Jan Niehaus, aye; Betsy Simmons, aye; and Jennifer Morgan, aye.

C. Presentation: Mark Ellickson, Opinion Research Specialists,LLC

Mark Ellickson joined the meeting by Zoom to discuss his company's methods and methodology of conducting public surveys, and what libraries and school districts they have worked with in the past and currently.

VIII. Old Business

A. Draft Review:

1. B-001 By-Laws of the Board of Trustees
2. B-002 Trustee Ethics Statement
 - a) B-002.1 Conflict of Interest Policy
3. B-003 Public Participation in Decision Making
4. B-004 Twelve Month Board Agenda

The board performed a final review of these draft policies. Jane Barker motioned to approve this raft of resolutions in its entirety, seconded by Jenny Renfrow. The board unanimously approved this raft by roll call vote: Jolene Klingenberg, aye; Jenny Renfrow, aye; Connie Agard, aye; Judy Williams, aye; Jane Barker, aye; Jan Niehaus, aye; Betsy Simmons, aye; and Jennifer Morgan, aye.

IX. New Business

A. Draft Review:

1. F-001 Fiscal Policy

This was presented for first review by the trustees, to be considered and voted on at next meeting.

X. Adjournment

Judy Williams motioned to adjourn, was seconded by Jane Barker, and the board voted to adjourn unanimously at 6:33 PM.

Prepared by Ronya McCool



Jan Nehaus, Secretary