

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

BOARD OF TRUSTEES MEETING MINUTES  
Tuesday, February 17, 2026 at 5:30 p.m.

- I. Call to Order and Roll Call  
The meeting was called to order at 5:32 PM by board president Jolene Klingenberg. Trustees present were Toni Schmidt, Jane Barker, Jan Niehaus, Betsy Simmons, and Jenny Renfrow. Judy Williams joined via videoconference. Director Kathleen Gallagher and Assistant Director Ronya McCool represented the library, and Outreach Librarian Jacob Baker attended as a guest speaker.
- II. Approval of the [Minutes](#)  
Jane motioned to approve the November 2025 minutes, was seconded by Jenny Renfrow, and these minutes were unanimously approved by the board. Betsy motioned to approve the January 2026 minutes, seconded by Jan Niehaus, and these minutes were unanimously approved by the board.
- III. Citizen Comments  
None.
- IV. [Correspondence](#)  
Kathleen presented an email from Operation Food Search thanking us for hosting a collection bin during the holiday season. She also presented an email and chart from the Missouri State Library concerning arts & entertainment funding, which has been recommended to be funded at 50% per the Missouri Governor. Because this line item historically varies, for our purposes this line item is always budgeted at \$0.
- V. Staff Spotlight: Jacob Baker, Outreach & Reader Services Librarian  
Jacob Baker summarized his work as outreach librarian. Jacob provides library services to those outside of the formal library space, meeting the needs of those who aren't able to get into the library. Jacob visits and makes deliveries to homebound patrons and senior living facilities; helps support programs at senior living homes; and represents the library by tabling community events such as PARC programs and health and wellness fairs. He coordinates presentations and connections with relevant services such as the Wolfner Talking Book and Braille Library and OASIS. The board appreciates his service and discussed ways to promote outreach services.
- VI. President's Report

**A. [Finance Committee Draft Minutes](#), February 9, 2026**

This committee reported on their activities, which included reviewing survey samples, expenses budgets, and projection of possible/projected expense increases.

**B. Survey Questions**

The committee discussed survey questions that best align with library priorities. Jan Niehaus will assist in drafting final survey questions.

**VII. Library Financial Report**

**A. January 2026 Balance Sheets/Budget Report; January 2026 Commerce Bank Statement**

At the end of January the library has 41.88% funds remaining, which is a little over where we expect with five months left of FY 2025-2026. The most recent treasury strip matured and the principle was reinvested. Interest was moved to the library's checking account.

**B. MOSIP**

The library has set up an account with MOSIP and received its first funds statement, presented by Kathleen. Kathleen plans to transfer more funds to the account after additional county tax revenue arrives.

**VIII. Director's Report**

**A. [January 2026](#) and [Statistical Report](#)**

Kathleen highlighted events and activities taking place in the library, including hosting two tax prep groups during tax season. Black History Month highlighted 12 local authors and while attendance was low it proved to be a good opportunity for these authors to meet and network. The library's annual Lunar New Year celebration with the St. Louis Modern Chinese School is scheduled for Sunday, March 1. Future March events include a first-of-its-kind MLC wide adult spelling bee, coordinated by Kim Troyer, and a spring kids' presentation, The Ugly Duckling.

**IX. Old Business**  
None.

**X. New Business**

**A. Draft Review:**

**1. [Salary Plan](#)**

Kathleen presented employee salary ranges; it has been recommended adjusting salaries in the top range, to comply with Missouri's minimum wage law. Kathleen confirmed that all employees earn at or above minimum wage.

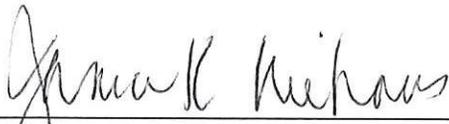
2. [Employee Manual](#)

The board reviewed two changes to the employee manual—a Safety and Security Policy indicating that the City of RH's policy is in force for the library, and updates to the Leave Allowance Policy, specifically Special Leave (e.g. jury duty and voting time enumerated in the latter). All changes reflect practices already in place. Jolene Klingenberg discussed an eventual return to last year's examination of implementing PTO versus the library's existing sick/vacation leave.

XI. Adjournment

Jane Barker motioned to adjourn, Jan Niehaus seconded, and the board voted unanimously to adjourn the meeting at 6:30 PM.

Submitted by: Ronya McCool



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Jan Niehaus, Board Secretary