

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

BOARD OF TRUSTEES MEETING AGENDA
Monday, March 16, 2026 at 5:30 p.m.

- I. Call to Order and Roll Call
Board President Jolene Klingenberg called the meeting to order at 5:33 PM. In addition to the president, trustees present were Jenny Renfrow, Jane Barker, Jan Niehaus, Betsy Simmons, Connie Agard, Toni Schmidt, and Judy Williams. Jennifer Morgan joined via videoconference. Library Director Kathleen Gallagher and Assistant Director Ronya McCool represented the library. Circulation Assistant Cassandra Douglas-Allen attended as a guest speaker.
- II. Approval of the [Minutes](#)
Jan Niehaus made a motion to approve the February minutes as written, seconded by Jenny Renfrow, and the minutes were approved unanimously by the board.
- III. Citizen Comments
None.
- IV. Correspondence
Director Kathleen Gallagher supplied a copy of the text of HB 3518, which would create an income tax fund for A&E taxes into which those are directly deposited rather than become subject to appropriations. If passed this would likely be a benefit to public libraries and the entities who receive those funds.
- V. Staff Spotlight: Cassandra Douglas-Allen
Circulation assistant Cassandra Douglas-Allen presented her work history and her current roles and responsibilities of billing and auditing of patron accounts on behalf of the Library.
- VI. President's Report
Jolene Klingenberg reported that she and Kathleen have decided to wait for the results of election day (April 7) before going forward with survey questions. The finance committee will meet between April 8 and April 20 to work on the survey.
- VII. Library Financial Report
 - A. February 2026 Balance Sheets/Budget Report; February 2026 Commerce Bank Statement

Director Kathleen Gallagher reports that at the end of February the library had 1/3 of funds for the FY left, so the library's spending is on track.

B. MOSIP

Kathleen transferred \$250,000 from checking to the MOSIP account to increase earnings during this period in which the library holds 'excess cash.'

VIII. Director's Report

A. February 2026 and Statistical Report

Kathleen recapped recent events, including Lunar New Year; early March's Ugly Duckling Repertory event attracted 120 families.

Kathleen and Ronya viewed webinars on current events and best library practices.

The library acquired a new inventory kit with the latest grant. This contains an RFID wand and early testing shows it is very easy to inventory library collections.

Trustees discussed the "coming soon" display service and the pattern of reduction in materials circulation compared with higher foot traffic.

IX. Old Business

A. Draft Review:

1. Salary Ranges

Kathleen presented for the board's review a chart of the library's minimum, mid-range and maximum pay ranges to show that the library's pay is in compliance with Missouri's base pay of \$15.00 per hour.

Jenny Renfrow motioned to approve this chart, seconded by Toni Schmidt, and the board unanimously approved this salary range chart by roll call vote: Jolene Klingenberg, aye; Judy Williams, aye; Jenny Renfrow, aye; Betsy Simmons, aye; Jane Barker, aye; Connie Agard, aye; Jan Niehaus, aye; Toni Schmidt, aye, and Jennifer Morgan, aye.

2. Employee Manual

The board reviewed changes to the Employee Manual specifically E-003: Safety and Security Policy, a new addition; and additions to E-009: Special Leave. Wording for the latter was copied from the recently updated City of Richmond Heights manual.

The board discussed the distinction between exempt and full-time employees and possible differences, if any, between jury duty and witness duty. The board tabled approval of these changes until the April meeting.

X. New Business

A. Draft Review Collection Policies:

1. D-001 - D-004

The board discussed changes in D-003 to soften the language and broaden the library's ability to acknowledge receipts of and/or use gifts of donations or donated funds, changing "will acknowledge" and "are used" to "may acknowledge" and "may be used..."

XI. Adjournment

Judy Williams made the motion to adjourn this meeting, seconded by Jenny Renfrow. The board unanimously voted to adjourn at 6:25 PM.

Submitted by: Ronya F. McCool

Board Secretary Jan Niehaus


