

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

BOARD OF TRUSTEES MEETING MINUTES  
Monday, April 20, 2026 at 5:30 p.m.

- I. Call to Order and Roll Call  
Board Vice President Jane Barker called the meeting to order at 5:30 PM. Other trustees present were Connie Agard, Betsy Simmons, Toni Schmidt, and Jennifer Morgan. Library Director Kathleen Gallagher and Assistant Director Ronya McCool represented the library. Youth Services Librarian Alison Kocher attended as a guest speaker.
- II. Approval of the [Minutes](#)  
Connie Agard motioned to approve these minutes as written, was seconded by Toni Schmidt, and the board unanimously approved the March meeting minutes.
- III. Citizen Comments  
None.
- IV. Correspondence  
None.
- V. Staff Spotlight: Alison K., Head Youth Services Librarian  
Alison Kocher summarized her background as a librarian and her various roles and responsibilities as Richmond Heights' youth services librarian.
- VI. President's Report
  - A. Finance Committee Mtg. April 9, 2026  
Between now and the May meeting, Kathleen will have a draft budget.
  - B. [Sample Survey Questions](#)  
The board reviewed sample survey questions as adapted by Kathleen. Jennifer Morgan voted to approve these survey questions as presented, seconded by Connie Agard, and the board approved unanimously.
- VII. Library Financial Report
  - A. March 2026 Balance Sheets/Budget Report; [March 2026 Commerce Bank Statement](#)

Kathleen Gallagher reported that the library is still waiting on 11.5% of revenue to arrive—otherwise the budget is on target. Commerce Checking earned at 1.84%.

- B. [MOSIP March 2026](#)  
MOSIP earned at 3.61%.

## VIII. Director's Report

- A. [March 2026](#) and [Statistical Report](#)  
Rosie Leach is completing computer installations for the library's grants; the tech ladder grant is almost complete.  
March was a busy month with many events.  
Kathleen will attend the Missouri Evergreen Users' Conference in April, and the Missouri Special Districts Association Summit in May. The latter is the second annual conference to be convened on local governance issues.

## IX. Old Business

- A. Draft Review:
  - 1. [Employee Manual](#)  
The board reviewed changes to E-003, the safety and security policy; E-009, employee leave policy—specifically, special leave as regards to jury duty and voting leave.  
  
Jennifer Morgan motioned to approve these policies with changes as laid out in the April packet. Betsy Simmons seconded, and the board unanimously approved by roll call vote: Jane Barker, aye; Connie Agard, aye; Betsy Simmons, aye; Toni Schmidt, aye; Jennifer Morgan, aye.
- B. Draft Review:
  - 1. Collection Policies: [D-001 - D-004](#)  
Jennifer Morgan voted to approve these policies with changes to D-003, receipt of gifts, as presented. Connie Agard seconded. The board unanimously approved these policies by roll call vote: Jane Barker, aye; Connie Agard, aye; Betsy Simmons, aye; Toni Schmidt, aye; Jennifer Morgan, aye.

## X. New Business

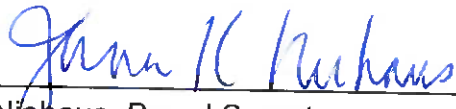
- A. Draft Review:
  - 1. Public Services Policies: [C-001 - C-009](#)  
The board reviewed changes to C-002, volunteer retention; C-004.1, adult use of children's library, and C-006, confidentiality of patron records. For C-004.1 Kathleen highlighted additions to the language to

define "child" in specific by age range (0-18). These drafts are presented for review to be voted on at May's meeting.

**XI. Adjournment**

Toni Schmidt made a motion to adjourn, seconded by Jennifer Morgan. The board adjourned unanimously at 6:17 PM.

Submitted by: Ronya McCool



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Jan Niehaus, Board Secretary

