

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

BOARD OF TRUSTEES MEETING MINUTES

Monday, May 20, 2024, 5:30 p.m.

Location: In Person at Richmond Heights Memorial Library (or Virtual via Zoom)

- I. Call to Order and Roll Call
 - A. Meeting called to order by President Jolene Klingenberg at 5:34 PM.
 - B. Trustees Jolene Klingenberg, Jan Niehaus, Kathy Selinger, Constance Agard and Jane Barker were present. Director Kathleen Gallagher and Assistant Director Ronya McCool attended on behalf of the Library.
- II. Approval of the Minutes, April 15, 2024
 - A. Constance Agard motioned to approve the minutes; motion seconded by Kathy Selinger. Motion passed unanimously.
- III. Correspondence
 - A. Thank you letter from outgoing Mayor Jim Thomson for Library proclamation thanking him for strong support of the Library.
- IV. President's Report
 - A. Board Officer Slate 2024-2025 and votes
 1. Current board officers continue terms another year as slate: Jolene Klingenberg for President, Kathy Selinger for Vice-President, Jan Niehaus for Secretary, Gail Rutherford for Treasurer. Jane Barker motioned to approve this slate; Constance Agard seconded. Motion approved unanimously.
 - B. Fiscal Year End Requirements
 1. Noted that next meeting Monday June 17, 2024 trustees will vote to approve next FY budget. Quorum of five needed.
- V. Library Financial Report
 - A. Apr. 2024 Balance Sheet/Budget Report; Apr. 2024 Commerce Bank Statement
 1. No items of concern. With 17% of FY remaining Library has 23.5% budgeted funds remaining; budget report shows that 19.1% of revenue is still to come as of April 30.
- VI. Director's Report and Citizen comments Apr 2024
 - A. May payment from St. Louis County Revenue in amount of \$144,000 received; staff attended Heights Sounds & Spirits event and interacted

with many patrons to promote summer reading; patron complaint about cell phone use in Library

VII. Old Business

- A. DRAFT Revision C-002 Use of Volunteers**
 - 1. Jan Niehaus motioned to approve; Kathy Selinger seconded; passed unanimously.
- B. DRAFT Revision C-004 Patron Code of Conduct**
 - 1. Jane Barker motioned to approve; Jolene Klingenberg seconded; passed unanimously.
- C. DRAFT Revision E-01–E-28 (Employee Manual)**
 - 1. Constance Agard motioned to approve; Kathy Selinger seconded; passed unanimously.

VIII. New Business

- A. T-Bill 912797FS1 maturing 6/13/24**
 - 1. Discussion: barring a substantial drop in interest rates principal will be re-invested in another Treasury item according to current ladder scheme without a special meeting being called beforehand; Jolene Klingenberg motioned to approve; Jane Barker seconded; passed unanimously.
- B. DRAFT Library Budget Packet FY2024-2025**
 - 1. Presentation of packet and discussion of points in budget narrative. Discussion of overall increase in wages of 2.8%. No changes suggested.

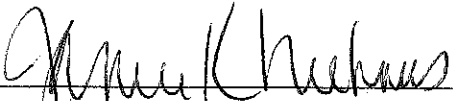
IX. Closed Session - Board will vote on whether to hold a closed meeting pursuant to Subsection (13) of Section 610.021 RSMo, to discuss individually identifiable personnel records, performance ratings or records pertaining to employees.

- A. Jolene Klingenberg motioned that board go into closed session to discuss individually identifiable personnel records pursuant to Subsection (13) of Section 610.021 RSMo; Jan Niehaus seconded; motion passed unanimously**

X. Adjournment

Prepared by: Kathleen Gallagher

Approved date:



Janice Niehaus, Secretary, Library Board of Trustees