

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

REVISED: BOARD OF TRUSTEES MEETING MINUTES
Monday, October 21, 2024, 5:30 p.m.

I. Call to Order and Roll Call

Meeting was called to order at 5:32 pm, with trustees Jolene Klingenberg, Connie Agard, Jane Barker, Judy Williams, Sylvester Dunn, Gail Rutherford, and Jenny Renfrow in attendance. Absent were Jan Niehaus and Kathy Selinger. Library Director Kathleen Gallagher and Assistant Director Ronya McCool represented the Library.

II. Approval of the Minutes, September 16, 2024

Jenny Renfrow motioned to approve the minutes as written, was seconded by Jane Barker, and the motion passed unanimously.

III. Correspondence

Kathleen Gallagher pointed to a letter received from the City Manager concerning the TIF commission and revisions to the data presented at the prior meeting of the TIF commission. As the library is in one of the affected districts, we have been invited to join the commission. Board President Jolene Klingenberg has taken on this role. The public hearing will be Wednesday, October 23, 2024.

IV. President's Report

- A. Missouri Public Library Standards, review and current score:**
Jolene Klingenberg gave a review to the board on the Library's current score using these standards as a guide to services and operations. The Library has made significant progress in the last year, in some categories we have moved into the Enhanced range (at 85%) up from 2023 (at 73%). Our goal is to move into the Exemplary category wherever we can.
- B. Goals 24-25**
The library has identified several items to tackle in the next fiscal year: ongoing board training, continued opportunities for webinars and conferences, and investigating the possibility of coordinating with government agencies to provide specialized services such as passport issuance or fingerprinting. We will also check with the local school district to investigate whether over 5% of the resident

population speaks a language other than English in the home. If that were the case, the library's provision of signage and materials in that language would be an important goal.

C. Trustee Continuing Education: ALA Short Takes for Trustees

1. Board Meetings

The board watched a short video on the function of a library board.

V. Library Financial Report

**A. September 2024 Balance Sheet/Budget Report (attached);
September 2024 Commerce Bank Statement (attached)**

Director Kathleen Gallagher had very little to report here; the library is on track with finances. Board reviewed the statements and had no questions.

VI. Director's Report

A. September 2024 (attached)

Highlights:

- The Library's food education programs, funded by grants, continue to be well-received.
- Sam Leach submitted the Tech Mini Grant application; we hope to know soon if we are a recipient. This grant will help us replace our printers. We also received grant payments from the State Library.
- September 2024's circulations dipped from August but were 8% higher than September 2023. Foot traffic during the same month was up 7% over September 2023.

B. Missouri Evergreen Consortium migration

RHML and the rest of the Municipal Library Consortium are now members of the Missouri Evergreen Consortium. Kathleen Gallagher reported the migration took three days as expected; some of the library's services were interrupted during the switch but we had very positive interactions with patrons, and a smooth go-live on Thursday, October 17. Kathleen thanked Cindy (acquisitions), Sam (technology) and Ronya (circ training). The Missouri Evergreen Discovery app, used to access the library catalog, was introduced.

VII. New Business

A. T-strip 912803BD4 maturing 11/15/24

The next Treasury strip matures on this date. With the Board's permission, Kathleen proposed that she will investigate options for reinvesting based on advice from the library's financial advisor; barring an unexpected outcome, she will pursue reinvestment. Connie Agard motioned to approve this proposal; Jenny Renfrow seconded; and the board approved the measure by roll call vote.

B. Draft Policy Reviews (attached):

1. C-001 Library Borrowing
2. C-002 Use of Volunteers
3. C-003 Patron Use of Library Supplies
4. C-004 Patron Code of Conduct
5. C-004.1 Adult Use of Children's Library
6. C-005 Public Internet Use Policy
7. C-006 Confidentiality of Patron Records
8. C-007 Photography and Recording Policy
9. C-008 Meeting Room Policy
10. C-009 Public ForumAreas Policy

The board reviewed these policies, including updates, and suggested some changes to C-004 and C-005. These policies with changes integrated will be voted on in November's board meeting.

Adjournment

Judy Williams motioned to adjourn, was seconded by Gail Rutherford, and the board adjourned unanimously at 6.23 pm.

Minutes prepared by: Ronya McCool
Board Secretary:

A handwritten signature in cursive script, appearing to read "Ronya McCool".