

Rock Hill Public Library
Board of Trustees Meeting Minutes
Sept. 19, 2016

Attendees: Trustees: Laurie Murphy, Chantal Hoffsten, David Goeres, Marty Harris, Ray Malon, John Shoulberg Maud Jeanty, Fredy Griffith; Library Director Jennifer Conroy; Absent: Inez Barrett-Otey,

Meeting called to order at 6:22 p.m.

Audit Report

Mike Croghan with Croghan & Croghan CPAs presented the library's annual audit report. He gave kudos to Lisa Henry on her ability and said she and the library staff were very cooperative.

The audit identified certain deficiencies in internal control considered to be material weaknesses and other deficiencies considered to be significant.

1. A "material weakness" is a lack of segregation of duties due to size and budget. Mike said due to the size of the library this will never go away. The board is in control. He recommends that the library review and give consideration to improving separation of duties.

2. A "significant deficiency" is the documentation of components of internal control. He recommends the library develop internal control documentation including accounting policies and procedures. He said the library has done some of this, but not all. Something needs to be put together so the next person knows what's going on.

3. Another significant deficiency are personnel policies. Recommendation was that the library review its policies related to payroll and employee benefits and that the director get additional training in payroll and personnel functions. Also, that the personnel files be reviewed for completeness. Mike noted that a few things are missing in the policy like I-9s. The library probably had them at one time. The library can go back and do audit of 3-5 years of I-9s. Mike said the state library has great resources on record retention. Jen said she was to meet with a state person and would ask about that.

Due to sensitive data like Social Security numbers, Laurie thought it risky to store the information electronically.

Laurie made motion to accept the audit report; Chantal seconded. Passed unanimously.

Approval of Bills

Bills were listed in three reports: Sept. 10, \$4,300.39; Sept. 14, \$131.89 and Sept. 19, \$497.96.

Laurie made a motion to approve the bills; seconded by Chantal. Motion passed

unanimously.

Approval of Minutes

Chantal made a motion to approve the bills; seconded by Ray. Motion passed unanimously.

Library Director's Report

Jen reported on the success of the summer reading program with 140 adults and teens registered and 36 percent finishing and 91 children, K-5 registered with 43.9 percent completing the program. She's already looking toward plans for next year. She noted that lots of people were happy with the prizes. Jen did an audit on magazines. She found the library was getting duplicates of some like People. To save time and money, the library is ordering them through EBSCO. If a patron wants a magazine that is now ordered, the library will consider adding it. She said the program Hoopla is being used quite a bit. There is some overlap with Overdrive.

Committee Reports

The board has two standing committees: The personnel committee with Laurie, John and Chantal; and the strategic planning committee with Chantal, David and Marty. To address the audit report of internal control, Chantal recommended a finance committee. She said the board needs to draft a comprehensive fiscal policy. Three members need on committee: David will chair and Laurie will help, and the treasurer should also be included. Ray will appoint Inez. The goal of committee is to establish and maintain financial controls.

Ray made the motion to form the finance committee; John seconded. Passed unanimously.

Unfinished Business

Laurie reported regarding alleged \$12,000 in unpaid taxes that the library has been assigned a taxpayer advocate by the IRS because the library is in default and past the point of appeals. Board is hoping for abatement of taxes. Taxes been paid but IRS never got W-2s for 2012. They were sent in mid-Jan. Ann brought to library's attention since she noticed no taxes were shown for her in 2012. Laurie called the Social Security Administration. The board is concerned previous retired employees lost income because of this. This will affect all employees working in 2012. Ray will contact Ann to let her know about the status. He said he feels some obligation to all employees affected.

Power of Attorney

The board discussed the need for POA. Jen is having trouble getting info from Heartland Bank and Mo. DOR since she does not have official authority. That is still with Kelly and an unknown person. First quarter withholding paid by Heartland to DOR is being credited to wrong account.

Laurie made a motion to create a policy in instances where a POA is required the named parties will be the board president, library director and a board officer. Ray seconded. Passed unanimously.

Laurie also made motion for David to be the board officer. Ray seconded. Passed unanimously.

Other Business

Maude asked someone to help her in the garden. Chantal volunteered to help. The board also discussed the need for volunteers for the Fall Festival Book Fair. Some board members are volunteers to help on Oct. 1.

John made motion to adjourn meeting to a closed session to discuss a personnel matter under Missouri State Statute 610.021(3) for personnel.

After the closed session, the meeting was reconvened and Jen was called back to the meeting.

A motion was read that was made in closed session to recognize that the library director has concluded her six-month probationary period and that Jen Conroy be given full authority as library director.

Ray made the motion to accept, Laurie seconded.

Laurie made a motion to adjourn; Chantal seconded.

Meeting adjourned 8:55 p.m.

Next meeting on Oct. 17.