**Rock Hill Public Library**

**Board of Trustees Meeting Minutes**

**Feb. 13, 2017**

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

Meeting called to order at 6:21 p.m.

**Financial Report**

Lisa reviewed the profit and loss budget vs. actual. The library has already received 101.6 percent of budgeted real estate/personal property taxes with over a month to go in the 2017 fiscal year. On expenses, everything is inline where it should be. Laurie questioned why the MLC Subscriptions were so high (295.4% over budget). Lisa said it was due to Polaris since it is the first year. Lisa also said that the system administrator Candace is leaving and a committee would find her replacement.

**Approval of Bills**

Ray made a motion to approve the unpaid bills as of Feb. 13, totaling $2,439.73. Laurie seconded. Motion passed unanimously.

**Draft Budget**

Lisa presented a draft of the FY2018 budget with revenues of $289,473 matching expenses of $289,473. On the revenue side, she decreased property taxes by 2 percent from last year. She projected revenues overall under last year’s budget ($300,240). She said the budget is conservative.

On the expense side, Ray said he thought building repairs for the termite damage would exceed the $6,000 budgeted for 2018. Laurie said those repairs would be a building improvement and wouldn’t show up under building maintenance. Library materials are budgeted below last year at $16,500 ($18,450 FY2017). Jen said that was because patrons are not checking out the materials as much. They’re using Hoopla/Overdrive, etc. On program expenses, Laurie and Chantal asked that they be broken out between children and adult programming. On the copy machine, Jen said she had to send a letter of intent not to renew the copier. She should know more next month about the expenses. Chantal said the budget looks really good and Jen said she feels good about it. Jen also reported there will be no cost for snow removal since the board of aldermen agreed to provide the service for free to the library.

**Library Director’s Report**

Jen reported that four of the IMacs need updating to support new software. Supposedly they’re 2009 models; however, some board members think they’re newer than that. Chantal thinks they may have been purchased in May/June 2014. Jen will talk to Susan to see if she knows when they were purchased.

Jen said circulation numbers are up. Shelly and Jen are working on the summer reading program. Jen said she is looking to partner with Hudson School for an opening event featuring artwork from the fifth graders. Baby storytime is moving to Thursdays in March.

The board discussed the termite damage. Jen said the wall is moving out and it needs to be braced and the whole front will likely have to be replaced. Board members agreed it should done as soon as possible and that hiring a general contractor would be the best route to take rather than dealing with a number of individual companies. Ray said he could get a name of someone to contact at ARCO Construction about the work.

**“Short Takes For Trustees**

Board members watched the second in a series of 10-minute videos with Sally Gardner Reed about effective board meetings. She said board members should come prepared to the meetings and get packets a week in advance. She also talked about the importance of parliamentary procedure and open meeting laws.

## Approval of Minutes

Laurie made a motion to approve the minutes, which were amended with three minor changes; Ray seconded. Amended minutes were approved unanimously.

**New Business**

*Board Member Terms.* The terms of Laurie, Chantal and Maud will expire on April 1. All three board members said they plan to continue on the board.

Ray made a motion to reappoint the three board members (Chantal, Maud and Laurie), whose terms expire on April 1, 2017, to another three-year term. David seconded the motion. It passed unanimously.

Marty will send a letter to the board of aldermen asking that the board reappoint Chantal, Maud and Laurie to another three-year term.

Chantal said that officers are nominated in May. She said the terms of the officers and terms of board members should be in sync. That will require a change in the bylaws. Chantal will write a proposed bylaw to that effect.

Chantal also said that the board should compile a waiting list of potential board members.

*Treasurer Position*. In the absence of Inez, Laurie said she was willing to fill that role. Ray said he was never able to get in contact with Inez and currently Ray is the only one who can sign checks. Jen said it has been a hardship and some bills are getting paid late since Inez hasn’t been signing checks. Inez’s term on the board expires in 2019. The board discussed whether to proceed with not only removing her from the treasurer position but also as a board member. David will send her a certified letter about removing her from the treasurer position and also to get her position on whether or not she wants to stay on the board.

Ray made a motion to remove Inez from the role as treasurer effective immediately due to her lack of responsiveness in fulfilling that role. David seconded. The motion passed unanimously.

Ray also made a motion that Laurie will replace Inez as treasurer and she will serve out the remainder of Inez’s term as treasurer. Chantal seconded. Laurie abstained from the vote; all other board members approved the motion.

Ray will talk to Royal Banks to see about expediting the signatory process with Laurie as treasurer.

*Director’s PTO/Vacation*. David said that Jen brought to the board’s attention that she thought the PTO/vacation policy for the library director is not competitive or consistent with other libraries. She gets two weeks PTO/vacation time and some libraries offer four weeks vacation for a director. She felt the board didn’t take into consideration the responsibilities of a director and the need for vacation when they made the policy. Jen also thinks vacation and sick time should be separate.

Chantal said if the PTO is not up to industry standards it should be revisited, but if PTO and vacation is separated for the director, it would have to be for everyone. Jen said a lot of places do separate things for the director. Jen will forward the information to David that she has compiled about the PTO/vacation policies from other municipal libraries. The board will discuss it further at its next meeting.

Ray made a motion to adjourn the meeting. John seconded. Motion passed unanimously. Meeting adjourned at 8:14 p.m.