**Rock Hill Public Library**

**Board of Trustees Meeting Minutes**

**April 24, 2017**

Attendees: Trustees: Ray Malon, David Goeres, Laurie Murphy, Chantal Hoffsten, Maud Jeanty, John Shoulberg. Bookkeeper Lisa Henry.

Absent: Marty Harris, Inez Barrett-Otay; Library Director Jennifer Conroy

The meeting was called to order at 6:18 p.m.

**Financial Report:**

Copier: The copier was sent back; Jen got an email from the vendor saying it was accepted and we’re finished with the contract.

Lisa presented the Transaction List by Vendor. Chantal asked about details of the fee for the copier. The payment to Account Services Exchange LLC was $696.52; the expectation was that shipping would be an additional charge. Lisa will have Jen send an email to board members outlining the breakdown of costs.

Approval of Bills: Ray moved to pay bills totaling $2,563.94, Laurie seconded. The motion passed unanimously.

Budget Amendments: Lisa reported the final numbers for fiscal year 2017 were $310,961 in revenues and $275,737 in expenses, for a surplus of $35,224.

Laurie moved to approve the final budget with amendments outlined in FY 2017 Budget Amended March, Chantal seconded. The motion passed unanimously.

**Approval of Minutes:**

Laurie made a motion to approve the minutes from the March 20, 2017 board meeting; Chantal seconded. The motion passed unanimously.

**Public Presentations:** none

**Library Director’s Report:**

In Jennifer’s absence, her prepared report was read by board members.

There was some discussion about the plumbing bill of $1,350. Board members agreed that considering the amount of material removed from the drain pipe and the fact that it was a subcontractor and the subcontractor had to come out several times, that the amount probably wasn’t excessive.

Board members asked about when Bill, the subcontractor, will be able to come talk with us about the project to repair termite damage and fix the front windows. The board asked for a written estimate, with a prioritized scope of work—covering the termite extermination, building repair, roof items and windows—by May 1. David will contact Jen to direct him to do this.

Art Fair: Jen wanted permission from the board to stay open an extra hour for the art fair; board members feel she has discretion to do that without board permission.

**Committee Reports:**

Finance Committee: David said the committee will have a financial controls report for the next board meeting.

Personnel Committee: Committee members agreed on the need to meet with staff soon.

Also, David and Ray will coordinate a meeting with Jen to discuss her one-year review, which is overdue.

Chantal will email a copy of the bylaws to everyone on the board; she will email a copy of the existing financial controls document to Laurie and David (Finance Committee).

**Trustee Video:**

In Jen’s absence, there was no video this month.

**Unfinished Business:**

Proposed Bylaws Amendment: At the April meeting, an amendment to Subsection (iii) of the RHPL Bylaws was presented regarding officers of the Board of Trustees. The amendment reads as follows:

The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees. They will be nominated at the April meeting and elected at the May meeting of the Board.

John made a motion to approve the amendment, Laurie seconded. The motion passed unanimously.

Chantal said the board needs to be better about amending and cleaning up the bylaws. Among other things, we need information about Sunshine Law compliance.

Building repairs: see above

**New Business:**

After Hours program: see above

Board Officer nominations: Laurie said she would accept the post of treasurer again, and John agreed to accept the post of vice president. Maud offered to serve as secretary, or to share secretary duties with Marty. David, following the recent custom of the board, will accept the position of president, after serving as vice president for the last year.

Laurie made a motion to nominate David as president, John as vice president, and Maud and Marty as secretary; Ray seconded. The motion passed.

Chantal made a motion to nominate Laurie as treasurer; Ray seconded. The motion passed.

The nominations will be voted on at the May meeting.

Bookkeeper salary: Laurie moved that we raise the pay of Lisa, the bookkeeper, from $18 to $20 per hour. When Lisa was hired, she estimated she would work five hours a week; now, her hours are about half of that. Chantal seconded. The motion passed unanimously. The raise is effective immediately.

May Agenda: Ray asked for input on agenda items for the next meeting.

In addition to what’s discussed above regarding the building work, financial controls and board officer elections, Laurie and Chantal want to discuss improving the aesthetics of the building exterior to make it more apparent that this is a library. There was also discussion about improving the back of the building for possible youth programs.

Board members would like to see the shades up more, because the library looks like it’s closed when they’re down.

Board members also suggested making the listing of the hours on the front door more permanent than just a piece of paper.

Inez: The certified letter sent to Inez was returned, unsigned for. The board is concerned that she feels that the board wants to remove her from the board, which is not the case. Board members discussed informally trying to reassure her that we hope she will remain a part of the board.

New Board members: Board members suggested that we should ask Jen and the staff for suggestions for new trustees from among library patrons. It was also suggested that a sign be placed at the circulation desk with information on becoming a trustee. There is currently one vacancy.

**Adjournment**

Laurie made a motion to adjourn, Chantal seconded. The meeting was adjourned at 7:37 p.m. The Next meeting is scheduled for Monday, May 15, at 6:15 p.m.

Submitted by John Shoulberg