**Rock Hill Public Library**

**Board of Trustees Meeting Minutes - Amended**

**Sept. 18, 2017**

*Attendees: Trustees: David Goeres, Marty Harris, Chantal Hoffsten, Maud Jeanty, Ray Malon, Laurie Murphy, John Shoulberg; Library Director Jennifer Conroy.*

Meeting called to order at 6:15 p.m.

**Audit Report**

Mike Croghan, auditor, presented the annual Audit of Financial Statements for the year ended March 31, 2017. He said the report is similar to previous audits. The report recommended that the library review and give consideration to improving segregation of duties and that the library develop internal control documentation. In response to comments from the board that this has been done, Mike said it needs to be made official. He said due to the library’s small size, the situation of segregation of duties and controls will never go away. He thinks what the board has done in that regard is great, but there are still inherent limitations.

**Financial Report**

The P/L Budget vs. Actual showed a donation of $476.85. Jen said a library patron, who wished to remain anonymous, donated $400 to the library on behalf of Victor Doder, a long-time resident and library patron. Regarding MOREnet being 141.5 percent of its budgeted amount, Jen said she thinks that’s a mistake and she’ll find out. Regarding the 118.5 percent of budget of St. Louis County’s reciprocal lending costs, Jen said they are in talks with the county about the costs. Also, the budget should be more for Mo. Lagers. It wasn’t adjusted for Jen. A budget amendment should be made when the new accounting person is in place. The library’s reliance on the city to do workers compensation and insurance accurately for the city is not in the library’s favor. Laurie is to compile a list of questions for Lisa in this regard.

**Approval of Bills**

Bills were reviewed. Dave made a motion to approve the Unpaid Bills Detail as of Oct. 15 totaling $8,677.16. John seconded. Motion passed unanimously. David made a motion to approve the Transaction List by Vendor, July 19-Sept. 18, 2017, totaling $25,219.17. Motion passed unanimously.

**Approval of Minutes**

Dave made a motion to approve the amended minutes dated July 17, 2017. Laurie seconded. Motion passed unanimously.

**Library Director’s Report**

New board member: Jen said the board will have a new board member to fill a vacant seat – Sally Haffner. The board of aldermen is to appoint her on Sept. 19. Discussion followed why this did not first come through the board. Chantal said it was her understanding that the board made the recommendation. In the past the board has recommended a candidate to the board of aldermen. Jen said she did look for a policy. There is no policy that the library board has to approve a new board member. Laurie suggested a policy where the board has a say on who goes on the board since it matters who is joining the board. Jen said she did meet with Sally and talked to her. John said if the board is formulating a policy, a background check might be a good idea.

Drain by back door: Jen said the drain flooded again since it couldn’t handle the water. Woodard cleaned the carpet for free – a $750 job. The drain has been fixed temporarily with long sandbag-type thing, which MSD suggested. Jen said MSD, through Project Clear, will be fixing the whole drain for free in the spring of 2018. Two representatives of Project Clear came to look at the drain. MSD will make the drain 12 inches, seal the pipe and create a new system to go under the parking lot, which will have to be dug up. The whole project would be paid by MSD.

A press conference was held at the library for Matt Crosby, the former Rock Hill police officer who was shot on duty and paralyzed. Plans for his accessible house were unveiled at the event.

Library repairs to front of building: Bill Riggs will wait until after Sept. 22 when the brown recluse spiders are to be exterminated before scheduling panel repairs. Jen put in traps for the spiders and got 10.

Library sign: Jen is in the process of finding a library directional sign. MoDOT has to coordinate with the city. She doesn’t know where it would be placed.

Historical Documents: Jen said she approached Molly Kodner, archivist from the Missouri History Museum Library and Research Center, to ask if she had interest in adding older library or Fairfax House documents to its collection. Laurie said those documents belong to the Rock Hill Preservation Commission of which she is a member. Those documents are on loan to the library. Jen said the library doesn’t have a place to store the documents. Laurie said the goal at one time was to put them back in the Fairfax House. Chantal suggested that a place to display them might be at the new city hall.

Bookkeeper: Kerry Mattingly, who was hired to replace Lisa, has resigned. Jen plans to hire someone temporarily for $30 an hour for 5 weeks. She has worked at Webster Public Library for many years. Jen’s hoping once she gets on board, she’ll consider staying at a lower rate. Jen does have 2 backup people but doesn’t know if they have library experience. The board thinks it is important that the bookkeeper is experienced.

**New Business**

Fall Festival on Oct. 7: The library is asking for book fair donations. The board will staff the book fair. Dave will work on a schedule for members of the board.

Audit: Dave made a motion to accept the audit. Chantal seconded. Motion passed unanimously.

**Unfinished Business**

Vacation/Sick Time for Director: Dave recommended keeping the current policy for vacation and add sick time. Dave will draft a policy for the next meeting. Policy would cover the 2 full-time positions, which includes the library director.

*John made to motion to adjourn the meeting; Laurie seconded. Meeting adjourned 8:38 p.m.*