**Rock Hill Public Library**

**Board of Trustees Meeting Minutes**

**March 12, 2018**

*Attendees: Trustees: Sally Haffner, Marty Harris, Chantal Hoffsten, Maud Jeanty, Ray Malon, Laurie Murphy, John Shoulberg, Library Director Jennifer Conroy, Bookkeeper Danielle Oettle.*

*Meeting called to order 6:19 p.m.*

**Financial Report**

Reviewing the Balance Sheet for this fiscal year to date, the board discussed what happened to the CDs that the library previously had. One went into a money market account and one into the checking account. The current balance in the checking account is $258,033.88; money market account is $6,811.19. Board discussed if it was worth moving more funds into the money market. Laurie said at this point any interest would be minuscule. She also noted that currently there are little short-term investments worth doing; however, Danielle said she would put it on a list to look into. Ray also noted since the CDs have been cashed out, that item could go away on the balance sheet. It currently shows balance of -$8.35.

**Proposed Budget**

Jen said the proposed budget is pretty close to last year’s. She said the biggest change is her recommendation to replace 4 Mac computers with 2 personal computers. The library currently has 4 Macs and 4 personal computers. She said the Macs have been updated as much as possible. Laurie said she didn’t like the idea of patrons not having the choice of using a Mac. She didn’t want to assume they’re not needed. Jen said most libraries have PCs for general use. Chantal recommended a community needs assessment of not just computer usage but also on a number of things. Marty suggested just doing a survey of computer users when they come to the library. Jen said there was less computer usage this year than last year.

The board reviewed the proposed budget for FY 2018/19 which projected revenues of $298,725; expenses $303,512. Laurie questioned why it wasn’t balanced. Danielle said it could be balanced with reserves. Reserves of $28,926.63 weren’t reflected in the budget, which they should be, Chantal said. The board discussed a few amendments to the budget including reducing MOREnet from $5,543 to $2,935 which will bring the deficit down and rolling over the surplus from FY 2017/18 into revenue, and increasing building repairs to balance the budget. The final numbers will be available in April.

Jen proposed a $2 to $3 raise for the bookkeeper position so it would be on par with other like positions. The bookkeeper is now paid $22/hour; the rate would go up to $25/hour. Laurie said that was reasonable.

Laurie made a motion, seconded by Sally, to approve the budget as amended with MOREnet at $2,935, the rollover surplus to reflect the previous surplus, plus or minus, in 2017/18 and to increase building repairs accordingly to balance the proposed budget. Motion approved unanimously.

**Approval of Bills**

Bills were reviewed. Laurie made a motion to approve the Transaction List by Vendor for February 2018. John seconded. Motion passed unanimously. John made a motion to approve the Unpaid Bills Detail as of March 12, 2018, totaling $2,530.12. Laurie seconded. Motion passed unanimously.

**Approval of Minutes**

Chantal made a motion to approve the minutes dated Feb. 12, 2018. Ray seconded. Motion passed unanimously.

**Library Director’s Report**

Regarding building repairs Jen has been reaching out to various sources for recommendations for a general contractor including the Rock Hill Public Works Director Ron Meyer and Assistant City Administrator Garrett Schlett who came out to look at the building. He said permits were not needed to replace the storefront panels. Chantal suggested going back to Kirkwood Glass.

Re MSD, Jen said they would contact her within two months to let her know when the library will be on the list to fix the drain pipe.

**Unfinished Business**

Beautification Project: Maude is getting mulch. Laurie said to let the board members know when she needed help.

Laurie made a motion to adjourn the meeting at 7:43 p.m. and Chantal seconded. However, the board then realized that board members for next year had to be reappointed so the meeting was called to order again to discuss upcoming terms.

Chantal made a motion, and Sally seconded, to renew for another three years the terms of Marty and John. Motions passed unanimously*.*

*Meeting adjourned 7:58 p.m.*