

Rock Hill Public Library
Board of Trustees Meeting Minutes
AMENDED
Nov. 26, 2018

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

Meeting called to order 6:15 p.m.

Approval of Minutes

Laurie made a motion to approve the minutes as amended dated Oct. 8. Sally seconded. The motion passed unanimously.

Financial Report

Danielle reported that actual revenue versus projected revenue is trending OK. Property taxes are coming in so the library will see more revenue coming in over the next three months. She will research why Overdrive Maintenance is 177 percent of the budget. Expenses versus the previous year are up. That includes the construction cost for the front windows, John said.

Approval of Bills

John made a motion to approve the payment of all bills totaling \$20,607.03 through Nov. 26. Sally seconded. The motion passed unanimously.

Library Director's Report

Jen reported on the status of bids for the front window blinds. She initially recommended Two Blind Guys, but after reviewing bids and references, she now recommends St. Louis Blinds and Shutters, which is the low bidder at \$3,112.17. The bid of Two Blind Guys is \$3,682 and St. Louis Budget Blinds is \$3,146. St. Louis Blinds and Shutters uses Graber Blinds, Two Blind Guys uses Hunter Douglas and St. Louis Budget Blinds uses Norman Window Fashion. They have the same warranty and the same type of blinds. Sally made a motion to proceed to order blinds from St. Louis Blinds and Shutters. Paul seconded. The motion passed unanimously.

Jen said she prepared, with Danielle's help, the Annual Survey Report for the Missouri State Library which is required by state statute.

Jen reported that Dormakaba installed a power motor on the front door along with an updated inside access push button. There was no charge for the push button.

She said she will have a staff day on President's Day with some continuing ed to include customer service, programming, etc. She's going to contact the fire department about safety training. Jen said she continues to receive compliments about the staff. Allie has started one-on-one computer assistance for patrons. Jen said she contacted MSD about Project Clear and MoDOT about the Manchester Road improvement project. They both had no news to report.

Regarding the upcoming budget, Jen said she'd like more money in it for adult programming. It has been very popular. She has talked to Shelley about community outreach. She will be attending Family

Night at Hudson Elementary. Jen would also like to see a revolving art display of Hudson students' work at the library.

Unfinished Business

Board Tax Approval Issue: The board discussed timing on when it needs to approve the annual property tax rate. Jen said it must be filed by Oct. 1. Laurie suggested approving the rate at the September meeting. The city of Kirkwood does finances for the city of Rock Hill and the library needs to stay informed on the rate. Jen said she has a note to contact Sandy from the city of Kirkwood to keep the library in the loop so the board can OK the tax rate before Oct. 1.

New Business

Strategic Plan: Jen said the library will be starting the planning process in January. Jen will invite one or two library directors to share their experiences at the January meeting. She said this is a long process and this would be a good first step.

Holiday Staff Party: Jen asked if she needed to get permission for a \$300 expenditure for the party. Laurie said the board doesn't need to OK it. The expense could fall under staffing expense.

John made a motion to adjourn the open meeting and go into closed session pursuant to Section 610.021(3) RSMo. to address hiring, firing, disciplining or promoting of particular applicants/employees by the Board as personal information about employees or applicants is expected to be discussed or recorded. A roll call vote was taken.

After the closed session, the regular meeting reconvened. John made a motion to adjourn the meeting. Paul seconded. The motion passed unanimously. Meeting adjourned 8:02 p.m.

Next meeting – Jan. 14, 2019