

Rock Hill Public Library
Board of Trustees Meeting Minutes
Jan. 14, 2019

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

Meeting called to order 6:16 p.m.

Next Meeting

Jen requested that the board move the February meeting from Feb. 11 to Feb. 25 since she will be on vacation. After discussion, the board decided to meet on Feb. 4 instead of Feb. 25. John made a motion to move the February meeting to Monday, Feb. 4. Sally seconded. The motion passed unanimously.

Approval of Minutes

John made a motion to approve the minutes as amended dated Nov. 26. Sally seconded. The motion passed unanimously.

Financial Report

The board discussed the property tax distribution timing. The library has collected \$30,900 more this fiscal year than last fiscal year at this time. Danielle said that has to do with the release of more paid under protest tax funds. In 2016 that amount was \$38,349; in 2017 it was \$60,800.74. Those revenues weren't received until May. Chantal asked what the taxes under protest were for 2018. John said it would also be helpful to have a five-year trend of property tax revenues.

Sally noted that postage is going up by a nickel as of Jan. 27.

Approval of Bills

Laurie made a motion to approve the payment of all unpaid bills as of Dec. 19, 2018; Jan. 3 and 10, 2019, totaling \$9,282.61. Ray seconded. The motion passed unanimously.

Library Director's Report

Jen reported that she has begun working on the fiscal year budget. She said the library has received an anonymous donation of \$500. The board discussed the use of donations. Jen said she was told that any donations she received she could use at her discretion even if the donor designated them for a specific purpose. Jen said she has received three donations for yoga. Chantal said if a donor designates where they want the funds to be used, the library has to honor that request. Laurie agreed, noting the donation is to be listed as income and marked as a designated donation. She suggested Jen ask the auditor, Mike Croghan. Jen said she will have to check on that and will look at the state statutes.

Jen said the cost-of-living raises for the staff were greatly appreciated.

Jen will hold a staff day on Feb. 18, President's Day when the library will be closed. Kevin King from Kalamazoo Public Library will be a presenter about organizational health, innovative community programs and long-term planning. His fee is \$1,500.

Jen said she hopes to have a MLC library director at the February meeting to talk about the strategic planning process. A lot goes into the plan and the first step would be for Jen to start researching consultants, she said. Chantal asked if a consultant was in the budget. Jen said she has it in her notes.

Jen said the library will become a Safe Place. There will be safety training along with that. She gave board members user info on “Short Takes” for library trustees.

She talked about a man threatening libraries in St. Louis, including Ferguson and Brentwood. He ended up in Sacramento where he shot someone at a library there. Regarding security Jen said she is talking to the Rock Hill police chief. Chantal asked her to find out what he would recommend the library have in place for security.

Jen said the library is starting a Mystery Book Club, headed by Sally. It is an evening book club on the third Wednesday of the month at 5:30 p.m. Twelve books are already selected. This is in addition to the book club on the first Saturday of the month.

Jen handed out a “Value Estimate Report” on the library from Daniel & Henry insurance company. They noticed the library’s new storefront and did the report. Jen said nothing has changed. Laurie said if the library is interested, now might be a good time to split from city’s insurance and to find out what the cost would be.

New Business

Strategic Plan: John appointed the Strategic Planning Committee: Chantal, John, Marty and Sally. Chantal asked if the committee could meet on how the process will go. Jen said she plans to get started on it in March. It’s a big process.

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. Chantal seconded. A roll call vote was taken.

After the closed session, the regular meeting reconvened. John made a motion to adjourn the meeting. Marty seconded. The motion passed unanimously. Meeting adjourned 7:53 p.m.

Next meeting – Feb. 4, 2019