**Rock Hill Public Library**

**Board of Trustees Meeting Minutes**

### May 15, 2017

*Attendees: Trustees: David Goeres, Marty Harris, Chantal Hoffsten, Maud Jeanty,*

Ray Malon, Laurie Murphy, John Shoulberg; Library Director Jennifer Conroy; Lisa Henry. Absent: Inez Barrett-Otey

Meeting called to order at 6:16 p.m.

**Financial Report**

Lisa said the auditors have started on the annual audit. They will come to the library for one or two days for field work. The audit is expected to be ready by the June board meeting.

#### **Approval of Bills**

Bills were reviewed. Laurie made a motion, and Ray seconded, to approve the Transaction List By Vendor dated May 6-15 totaling $7,419 ($7,664.53 – $245.53). The $245.53 wasn’t paid pending review of why the MSD bill was higher this month. Motion passed unanimously.

## Approval of Minutes

Laurie made a motion to approve the minutes from the April 24 board meeting. Ray seconded. Motion passed unanimously.

##### Public Presentation

Bill Riggs with Riggs Construction was on hand to discuss the work needed at the library and to review bids. Bill went over his evaluation opinion dated April 27. Bill said the furnace code violation was pretty simple and had to be done. Re the termite treatment, he recommended that the library sign up for the first quarterly treatment with Pioneer Pest and treat the front of the building and have Pioneer do a walk through of the building to see if more treatment in other parts of the building is needed. Bill also recommended that Climate Masters do the ongoing maintenance of the HVAC system.

On the roof repairs, Bill said the general roof is not in bad condition (maybe another 12 years left), but there is damage with the flashing that is causing leaks and needs to be done. Laurie asked that the library be provided with before and after pictures of the repairs. Bill agreed and said there would be a three-year warranty on Riggs’ work which would go down each year.

Bill and board members looked at the children’s area library entrance which floods in heavy rains. Jen said she has signed an agreement with MSD under its Project Clean Water program to replace the drain in 2018. Bill said he will talk to MSD on behalf of the library in this regard. Bill will also get a price for downspouts in the meantime to help with the flooding.

Re the storefront, Bill said the lower panels have to be replaced but existing windows can be used. Termites could not eat the new material. Bill said the challenge he had with new windows is how much difference they would make and how long it would take for the windows to pay for themselves. He suggested tinting the existing windows as an option. Chantal asked how easy it would be to replace the windows if the library decided do to it after the new panels were installed. Bill said a modification would be needed, but it would not be a big concern for him. It could be done in a day. He said he would get a price to do windows when the panels are installed and how much to do windows later. The windows would be thermal glass. He will also get another bid to compare with Missouri Glass’ bid. Bill will work with the termite people to see if the termite treatment should be done before or after the new panels are installed.

Re lead time, Bill said he won’t know the lead time until the order is placed for the panels, but the installation would be quick. Worst case would be six weeks from the time he gets the contract. Windows, however, could take longer – maybe a lot longer if the library decides to get them. He’ll check with the manufacturer.

The library moved on several of Bill’s recommendations:

• Go ahead with the initial termite treatment and an ongoing pest treatment.

• Dave made a motion to have Bill Riggs do roof repairs for $2,911. Chantal seconded. Motion passed unanimously.

• Dave made a motion to accept the bid of Bill Riggs to install new aluminum panels to replace the existing lower row of material in the existing storefront for $9,740. This will also include wet sealing of the exterior of the upper and lower panels.

## Library Director’s Report

Jen said summer reading starts May 25 with a June 2 kickoff. Lucky’s Market is donating refreshments for the June 2 event. Yoga will be offered on Saturdays in July.

She said the Da-Com copier account is officially closed.

**New Business**

Road signs: Laurie has been calling MoDot about local intent signs saying something like ”Library Ahead,” but so far she had no luck talking to the right person. The library has to apply for the signs.

Elections: Chantal made a motion to elect David Goeres as board president, John Shoulberg as vice president, Laurie Murphy as treasurer and Marty Harris as secretary. Ray seconded. Motion passed unanimously.

Draft of financial policy: The draft is in progress. Three parties need to see the invoices, so the committee is recommending that Susan Hoch get and receive invoices before they go to the library director and then the treasurer.

Library campus beautification: Tabled

Candidate Recruitment: A sign has been posted on the library door advising patrons to consider being on the library board.

Chantal made a motion to adjourn the meeting. John seconded. Motion passed unanimously. Meeting adjourned 8:11 p.m.