

Rock Hill Public Library
Board of Trustees Meeting Minutes
June 20, 2016

Attendees: John Shoulberg, Chantal Hoffsten, Marty Harris, Ray Malon, Maud Jeanty, Inez Barrett-Otey; Library Director Jennifer Convoy; Lisa Henry, accounting manager
Absent: Frederique Griffith, David Goeres, Laurie Murphy

Meeting called to order 6:17 p.m.

Financial Report

Lisa Henry made her report. She said a payment was made to the Division of Employment Security for \$2,414 for unemployment which should be the last payment; however, Chantal said there might be more. Payment was also made to Mid-America Library Alliance for \$4,815 for delivery service.

Under Budget vs Actual: The library has received over 12 percent of expected revenue. Staff is doing a good job of keeping track of payments made at the circulation desk.

Under Unpaid Bills: The library is paying St. Louis County Library \$2,062 in reciprocal borrowing, which is \$200 less than what was paid them last year and the library is paying Missouri Library Association \$40 for a job ad and the MLC \$817 which includes Overdrive and Envisionware.

The auditor will be coming in a week or two to do a physical inventory. Lisa's goal is that the audit report can be sent out electronically over the summer and then the auditor can come to the September meeting to answer questions. At that meeting, the audit can then be approved.

Ray asked about the status of the CDs. With the low interest rate, he thinks waiting until six months is not a big deal.

Ray also asked about bids for snow removal which were discussed at the last meeting. Jennifer said that would be done at a later time.

Chantal asked about the insurance. Lisa said the city has been unresponsive, but the insurance companies have expressed a willingness to provide bids to the library.

Approval of Bills: John made a motion to approve the bills, seconded by Chantal. Passed unanimously.

Inez left at 6:50

Meeting adjourned for cake and to celebrate all Chantal did as president last year. During celebration, Jen took photos of board members for the website.

Meeting resumed at 6:55 p.m.

Minutes from May 16 meeting: Marty asked that minutes be amended to include Fredy's name as being absent from the meeting. Her name was inadvertently omitted in the minutes.

Chantal motioned to approve amended minutes. Ray seconded. Passed unanimously.

Library Director's Report: Jen talked about expanded programming for various age groups including a Lego Club and Gentle Yoga - registration will be taken in advance for yoga. The yoga class will be paid from the adult program budget and will be held in the activity room. She said story time is going well and the weekly movie runs itself. More people are starting to call for the movie title which can't be advertised in advance. She also said the kickoff party for summer reading was "awesome," with food provided by Trader Joe's. She said the Bill Coleman, the new IT guy, is working out wonderfully.

The library is losing Grace Turney who has gotten a full-time job at the county library. Jen immediately started posting the job when Grace gave her 2-week notice. She has already collected 12-15 applications. She might hire 2 people to split the job.

Jen also said the new website is amazing.

Jen encouraged board members to join the summer reading club, but they would not be eligible for the grand prize.

Chantal suggested that book marks be dropped off at city hall for welcome packages for new residents.

Jen will be doing something at the schools down the road. In the fall, she hopes to talk to teachers to let them know how the library can support them.

Committee Reports:

Ray/Chantal talked about starting the planning process for the strategic plan.

Fall Festival: Chantal concerned that the next meeting will be in September and that's getting really late to plan something. Maude said this year's event will be at Hudson. Chantal said the library typically has a book fair. Ray said there hasn't been enough kids books. Jen said she would be happy to take on the book fair.

Chantal also said it would be nice if the library could be part of the parade. Jen asked Maud to provide her with info on the parade.

New Business:

Fair Labor Standards Act: Document passed out to board members. Ray said he has no goal but to pass out the document. There's a change in overtime which affects overtime for exempt employees. "The final rule raises the salary threshold from \$455 a week (\$23,660 for a full-year worker) to \$913 a week (\$47,476 for a full-year worker) effective Dec. 1, 2016. This will not affect the library.

CDs/Money Market: John suggested that David and Laurie meet with Lisa on the money market and checking account. Chantal said the board needs to get the financial policy hammered out. John suggested that the fiscal policy be discussed at the September meeting

Board Handbook: Jen will order "The Successful Library Trustee Handbook" for all board members.

Ray questioned if the board needed to meet over the summer about the parade, CDs and fiscal policies. Jen will work with Maud over the parade and Jen will take charge of the book sale.

John motioned that the board meeting be adjourn, Maud seconded. Meeting adjourned 7:47 p.m.