

**Rock Hill Public Library**  
**Board of Trustees Meeting Minutes**  
**May 16, 2016**

*Attendees: Trustees: Laurie Murphy, Chantal Hoffsten, David Goeres, Marty Harris, Ray Malon, John Shoulberg; Library Director Jennifer Conroy; Lisa Henry, accounting manager*

*Absent: Maud Jeanty, Inez Barrett-Otey, Fredy Griffith*

Meeting called to order at 6:18 p.m.

**Minutes from April 18 meeting:**

- Re the “Knox Box” discussed at last month’s meeting: Chantal said she couldn’t find where one was previously purchased. Ray said Karyn, the former director, had looked into it, but possibly did not follow through and Lisa said she found no receipts that it was previously purchased. Chantal will look through minutes again to see if she can find a reference to one being purchased.

- John questioned the terms of the board members. Chantal said the issue has been resolved. The Rock Hill Board of Aldermen approved a resolution setting out the correct terms and expiration dates of trustees’ terms at its May 3 meeting. However, Ray’s term was omitted from the resolution. The aldermen were to approve another resolution for Ray’s term at its meeting on May 17. Terms of the trustees will now expire in April coinciding with the fiscal year.

- Laurie questioned if the word “officer” under Election of Officers should be “trustees.” It was agreed that “trustees” is correct so minutes are to be amended in that regard. Also, the minutes said there should be a 7-year break before serving again. According to the bylaws, only a 2-year break is required.

Laurie made a motion to approve the minutes as amended; John seconded. Motion passed unanimously.

**Closed session minutes** were distributed. Chantal moved to accept minutes as written and John seconded. Motion approved unanimously.

**Financial Report:**

Lisa Henry made report. She said library received state aid for \$306.31 and state entertainment tax of \$825.13.

CDs - Lisa will see when they came due.

Library staff now have form to fill out when they receive monies which gives details on what the money is for, i.e. ear buds, totes, replacement cards, copies. The cash box will contain the same amount of money each day.

On the P&L, Lisa said building supplies is 265% over budget due to a chair for \$299. That

amount should be under office supplies instead; office supplies is over 49.08% due to checks for \$200 which will last 2 years.

Snow removal is over 66.67% - invoice came in late for Jan./Feb. which was paid this fiscal year rather than last. That should go into a category for previous year's expenses. To get a cheaper rate for next year, bids will be requested for snow removal. Lisa suggested a Kirkwood company and Laurie suggested calling McDonald's and the strip mall to see who they use for snow removal.

Chantal asked about an invoice for unemployment which she said needs to be paid ASAP. Jen will look for the invoice.

**Approval of Bills:** Bills paid for the month totaled \$4,470.56. Chantal moved to accept bills, and Laurie seconded. Bills approved unanimously.

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**Trustees discussed a fiscal policy** with internal control standards (ICS) to create a master flow chart for transactions making sure to diversify levels of control. Chantal said this is needed ASAP. John suggested forming an informal committee. Lisa to send drafts of procedures for transaction categories to board for discussion.

### **Director's Report:**

Computer Services: Jen will give Miller Group an official 30-day written notice that we no longer want their services. They have not been responding to Jen's phone calls and have already violated their contract with the library. For IT services, the library will be using Bill Coleman at a cheaper rate than Miller Group.

Re summer reading program: Jen is very excited. Letters have gone out asking for donations. There is already enough big items for adults. Tote bags will be given as prizes for adults.

Re employees: Jen has asked each employee to review the employee policy and initial so they know what they can and cannot do. The staff meeting went well. She talked to employees about what they can and cannot do at the circulation desk.

Re the new hours: patrons are responding positively; more people are coming in and are thanking the staff for the new hours. Staffing has been tricky. Jen may have to hire someone for 10 hours a week.

**Staff Policies:** Changes made to Section 5 of Staff Policies –Leaves of Absences.

Under Scheduling policy for all staff: After the second sentence, "Staffing schedules...needs of the library," add "All requests for PTO and scheduling/changes must be submitted and approved by the library director."

Under Full Time Employees move the paragraph beginning with “In the event that a part-time employee...” after the schedule for amount of PTO, then add another subsection entitled “Utilizing PTO.”

In the sentence beginning “PTO leaves normally shall be granted...” add the word “prior” before “approval is given by the director.”

“Chantal moved to approved changes. Laurie seconded. Motion approved unanimously.

**Election of Officers:**

Trustees considered nominations for officers: Ray Malon as president; David Goeres as vice president; Inez Barrett-Otey as treasurer; and Marty Harris as secretary. Since Inez was not at the meeting, a concern was raised if she had the time necessary to fulfil the role of treasurer. It was agreed that since she was willing to serve, she should be given a chance.

Motion was made to approve new officers. John seconded. Motion passed unanimously.

Meeting adjourned at 7:34 p.m.

Next meeting on June 20.