**Rock Hill Public Library**

**Board of Trustees Meeting Minutes**

**April 9, 2018 - AMENDED**

*Attendees: Trustees: Sally Haffner, Marty Harris, Chantal Hoffsten, Maud Jeanty, Ray Malon, John Shoulberg, Library Director Jennifer Conroy. Absent: Trustee Laurie Murphy and Bookkeeper Danielle Oettle.*

*Meeting called to order 6:19 p.m.*

**Approval of Bills**

The board reviewed the Transaction List by Vendor. John questioned the check to U.S. Bank to Michaels store for $878.51. Jen said the majority of the charges was part of her trip to PLA. Jen will check into why it says Michaels. Ray made a motion to approve the Transaction List by Vendor dated March 2018. Sally seconded. Motion passed unanimously.

**Financial Report**

On the Budget vs. actual report, John questioned why payroll was $21,082.39 less than budgeted through March 2018, noting there were no significant staff changes to warrant that difference. Jen said she will follow up with Danielle on that issue.

**Approval of Minutes**

Jen said the minutes from March 12 should have stated that the bookkeeper is now paid $23 per hour, not $22 as stated in the minutes. John made a motion to approve the minutes as amended with the $23 rate, Ray seconded. Motion passed unanimously.

**Library Director’s Report**

Jen reported on her trip to PLA. She went to a number of sessions including one on new directors and got some good advice. She got excited about a strategic plan from the conference. It reinforced her ideas about a plan for the library and how to start. She needs to sit down and talk about a mission statement. She said she would like everyone to be involved in the planning process. At the next meeting, she will have a side-by-side comparison of jobs of trustees and the director. Jen said a lot of libraries get help with their strategic plans; however, that is very expensive. She said it is possible for the library to do its own plan. Strategic plans can be 3 to 5 years or other timeframes. She can also write up something about the process for next month. The library will be doing official surveys as part of the process. She’s been having a lot of queries about travel books. That’s a trend nationwide. Those are the kind of things to put in a strategic plan. Jen still needs to do research on organizing the process and how much assistance she will need from the board. She said as the director, she feels the bulk of the work is part of her job. She said Brentwood and Kirkwood have both gone through this process. Chantal thought an open house format might be a good way to get the public involved. Other board members agreed.

Jen said there is a job opening at the library. Donna is leaving on May 9 and the job is posted. She’s been with the library since October. She’s going to work for family.

Jen said two people have expressed interest in serving on the board. Sally also has a couple people interested. She will send Jen the information. The board discussed the procedure, noting that information/resumes should first go to Jen and then the information forwarded to the trustees for their review and recommendation before being sent to the board of aldermen for approval. The board also suggested inviting those individuals who are interested to the next meeting.

**Unfinished Business**

Storefront: Jen said the St. Louis County building inspector came out.. He said no permit is needed for the work if the library is not altering the appearance of the building. He recommended that the entire storefront be replaced. If just the panels are done, the glass would likely shatter during the work. He gave no estimates on cost. Jen is getting 2 bids from Missouri Glass and from St. Charles Glass for glass only. Those companies also gave bids last year. She’s also getting a bid from a general contractor who does work for Club Fitness. She has 3 references for that contractor whom she will contact. The board discussed options for the entire project such as the possibility of using other materials and design, but that might necessitate the need for architects, etc. and the need for permits and higher costs. The board discussed the value of hiring a general contractor and that the library should get 3 bids from general contractors. The board suggested several possible contractors including Arco, the contractor for the City Hall project, and contacting the architect for the library’s building who might have ideas on general contractors.

Beautification Project: Maud has mulch ready to be put down. Chantal volunteered to come over and help. Chantal gave an update on the Girl Scout involvement from a discussion she had with Christine Krueger. She said a couple of Girl Scouts are interested in doing beautification projects for the library. First they have to write up a proposal for the Girl Scout Council and the library. Christine has been urging them to get that done quickly.

**New Business:**

Trustees Terms: Chantal has updated a list showing the terms of the current board. The board of aldermen has approved a resolution renewing the terms of John and Marty. The board discussed electing officers for the coming year. John will be president. Marty said she would continue as secretary and Laurie as treasurer. Next month the board will elect officers. A vice president will be needed.

Evaluation of Director: Jen started March 14, 2016. An evaluation is due now. John said he hopes to have it completed by the next meeting.

Review Lease Agreement: Chantal said the library’s bond agreement may be up for renewal – it’s every three or five years. She will check the bond documents and will transfer a copy of all the documents on a thumb drive. She said she gave Ray a copy of everything when he took over as president from her. He will look as well.

Chantal made a motion to adjourn the meeting and Maud seconded. Passed unanimously

*Meeting adjourned 8:01 p.m.*