**Rock Hill Public Library**

**Board of Trustees Meeting Minutes**

**Feb. 12, 2018**

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

*Meeting began 6:22 p.m.*

**Financial Report**

Danielle reviewed the financial statements and budget amendments. Amendments included: Conferences from $1,500 to $2,000; Telephone from $1,600 to $2,300 for addition of another phone line (Jen to look into making it a rollover line); Magazines from $1,300 to $1,900; Audit from $3,125 to $6,750 (previously under budgeted); Insurance-Worker Comp from $15,200 to $1,050 (previously over budgeted); Children’s Programming from $1,743 to $3,000; MOREnet from $2,656 to $3,759. No action was taken on the amendments. Numbers will be reflected in the upcoming budget.

**Approval of Bills**

Bills were reviewed. John made a motion to approve the Transaction List by Vendor for January 2018. Ray seconded. Motion passed unanimously.

**Approval of Minutes**

Laurie made a motion to approve the minutes dated Jan. 8, 2018. John seconded. Motion passed unanimously.

**Library Director’s Report**

Jen said she has been looking at library statistics. She just started counting customers. She wants to see how many people are coming in. She’s also reviewing the magazine collection. Some are not getting checked out at all, while others are viewed at the library. She doesn’t want to get rid of the magazines that are getting used. She’s also looking into Square compatibility so the library can start taking credit cards. A lot of people are requesting that service. Laurie said that it is free and there’s no processing fee.

Jen reported that MOREnet is presenting a Makerspace workshop for staff. Regarding MOREnet, Jen said that it is the only option for what it provides. She has signed a three-year agreement.

**Committees**

Beautification: Laurie said she met with the Girl Scout leader about Gold Award projects and ongoing maintenance for the library’s grounds. The leader seemed excited and will talk to the girls to gauge their interest. The leader also mentioned an opportunity where the library could possibly obtain the services of a master gardener from the Missouri Botanical Garden. The library would need to come up with a comprehensive plan.

**Unfinished Business**

Storefront Panels: Jen reported that Bill Riggs has passed on the project. She said she’s considering looking for another general contractor. Marty suggested that Jen talk to the city of Rock Hill for their advice.

Filling Vacant Trustee Seats: The board reviewed a new policy on the selection of board members drafted by David. The policy reads: *Any individual who expresses a desire to join the Rock Hill Public Library Board of Trustees shall be referred to the Library Director. The Director shall meet with this person, and provide an overview of the mission of the Rock Hill Public Library, the Municipal Library Consortium and the role of the Board in overseeing the operation of the Library.*

*For those still interested in joining the Board, they will be encouraged to submit a Statement of Intent outlining their reasons for applying to the Board. This information will be passed on to Board members.*

*After the Board has received and reviewed this information, they shall extend an invitation to the interested person to attend a Board meeting, where the individual will be given time to introduce himself/herself to the Board, as well as to ask and address any questions.*

*Following this meeting, the Board and Library Director shall discuss the application. If acceptable, the Board secretary will then send a recommendation of the suitable candidate to the Rock Hill Board of Aldermen for their approval.*

David made the motion to accept the policy; Laurie seconded. It passed unanimously.

Farewell to David: Since this is David’s last meeting before moving to Oregon, board members thanked him for his service and wished him well. “You did a fantastic job.” David noted that he’ll also miss the group.

*Laurie made a motion to adjourn the meeting. David seconded.*

*Meeting adjourned 7:32 p.m.*