# Rock Hill Public Library

# Board of Trustees Meeting Minutes

# Nov. 13, 2017

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

*Absent: David Goeres*

Meeting called to order at 6:15 p.m.

Jennifer introduced the new bookkeeper Danielle Oettle, the finance director for the city of Shrewsbury. She started about 3 weeks ago.

**Financial Report**

The board reviewed the reports. Laurie said per the auditor’s suggestion the board should review the bank statements after they have been reconciled.

**Approval of Bills**

Bills were reviewed. Laurie made a motion to approve the Unpaid Bills Detail as of Nov. 13, totaling 1,292.87. John seconded. Motion passed unanimously.

**Approval of Minutes**

John made a motion to approve the amended minutes dated Oct. 16, 2017. Laurie seconded. Motion passed unanimously.

**Library Director’s Report**

Jen gave her monthly report to the board. Jen questioned when the board planned to form a beautification committee. She said a Girl Scout leader has teen girls interested in working with the library on beautifying its grounds. Chantal said she knows the leader, Christine Krueger. She said the Girl Scouts would likely want to begin work soon, so the board should go ahead and establish a committee. Chantal made a motion to form a beautification committee. John seconded. The board approved the motion unanimously. Members will include Maud, Laurie and Sally, plus Jen should be present. Chantal will contact Christine.

Jen said she hired a new circulation clerk in October to replace Olivia. Her name is Donna Foelsch.

Jen said she and Danielle are looking into MOREnet and why it’s gone up so much. She also renewed library insurance with Arthur Gallagher for board and director insurance. Since FY 2012-13, it’s up about $25 to $50 per fiscal year. Gallagher is the broker with Great American Insurance. Total this year: $1,048 a year. It was $936 in FY 2012.

Jen also reported that Municipal Library Consortium directors met with Kristin Sorth, director of St. Louis County Library. They came to an agreement to do away with reciprocal lending costs. The board agreed that this was “wonderful” news. Since 1999 Rock Hill Public Library has paid the St. Louis County Library $48,587.95. It was $2,488 in June 2017.

**Committee Reports**

Personnel Committee: The committee met with Olivia for an exit interview. Olivia was very complimentary, but in passing she said that when staff opens the library they often come in 15 minutes before it opens and they are not paid for that time. Jen said she was told it’s always been done that way. Laurie/Chantal said if it’s a set time, employees have to be paid whether it’s15 minutes or 5 minutes. Chantal also said this applies to those employees who stay past closing time. The board discussed the issue. It was decided that going back to April 1, Jen needs to do determine which employees were affected, including those who no longer work here, so they can be paid for that time. Sally volunteered to go back through the records to make that determination. This applies to only hourly employees. Jen said 2 employees regularly open the library. Laurie said this should be done by the end of the year.

John asked if the personnel committee should get together with staff for its 6-month review. The board agreed that it should.

**New Business**

Changing The Monthly Meeting Date: Laurie made a motion to change the monthly board meetings to the second Monday of the month from the third Monday of the month. John seconded. Motion passed unanimously.

Holiday Planning: Board members felt it appropriate for Jen to have a holiday party for employees.

John brought up the issue of year-end salary adjustments. Jen thought that last year she received $150 and others got $100. The board couldn’t find confirmation of last year’s adjustment to employees. Pending confirmation of last year’s adjustment, Chantal made a motion to give adjustments of $75 for staff, $100 for Susan and $150 for Jen. John seconded.

(After the meeting it was determined that last year’s adjustment was voted on by the board via email vote on Nov. 23, 2016. It was $100 to library staff, $150 to the library director and $50 to Lisa Henry, the bookkeeper. Via email vote on Nov. 15, 2017, the board voted to amend the 2017 salary adjustments to $150 for Jen, $125 for Susan and $100 for part-time staff.)

**Unfinished Business**

Candidate Recruitment: David’s input is needed. Chantal said the board has an open seat and a clean procedure is needed for approving board members.

Storefront: Riggs was unable to attend the meeting. Board members expressed concern about putting the issue off until January. The board needs answers as to what specifically is in Riggs’ bid about insulation and would like to meet with Riggs in person. The board was OK with setting up a special meeting in December to meet with Riggs. Jen to contact Riggs.

*Ray made a motion to adjourn the meeting. Laurie seconded. Meeting adjourned 7:45 p.m. Next meeting Jan. 8, 2018, 6:15 p.m.*