**Rock Hill Public Library**

**Board of Trustees Meeting Minutes**

**Oct. 16, 2017**

*Attendees: Trustees: David Goeres; Sally Haffner; Marty Harris; Chantal Hoffsten; Maud Jeanty; Laurie Murphy; John Shoulberg; Library Director Jennifer Conroy; Maureen McKenzie, bookkeeper.*

*Absent: Ray Malon.*

Meeting called to order at 6:20 p.m.

The board welcomed new board member Sally Haffner and Jen introduced Maureen as the bookkeeper. Jen handed out “The Successful Library Trustee Handbook” to board members who did not have one and she also mentioned “Short Takes for Trustees,” videos which board members can view.

**Financial Report**

Jen reported that the library was awarded a $2,500 LSCA Grant from the Missouri State Library. It is an early learning collection development grant for STEM-related programming. Re the P&L Budget vs. Actual, Laurie questioned why “Audit” was reported as 216 percent of the budget. Chantal said it was previously miscalculated and was under budget the year before and was never corrected. Jen said she would make a note to correct it for next year’s budget. Laurie also questioned why Newspapers/Magazines was 115.1 percent of budget. Jen will check. Laurie said budget amendments were needed for Programming (92.2 percent of budget), Audit and Lagers. Laurie also requested that a balance sheet for YTD be done showing where the library is on cash flow.

**Approval of Bills**

Bills were reviewed. David made a motion to approve the Unpaid Bills Details as of Oct. 31 totaling $817.62. John seconded. Motion passed unanimously.

**Approval of Minutes**

Laurie made a motion to approve the minutes as amended dated Sept. 18, 2017. Chantal seconded. Motion passed unanimously.

**Library Director’s Report**

Jen reported that the library received a $100 anonymous donation. The previously reported $400 donation was used to purchase $200 worth of books and $200 for programming. Maureen said there were 2 old outstanding checks – one dated May 16, 2016, for $315 to Miller Group and the second dated Jan. 31. 2017, for $282 to Penguin Random House. The auditor noted the checks, too. Jen will look into this.

Replacement Panels: The board discussed the construction contract which Riggs Construction sent to Jen for the storefront panel aluminum replacement totaling $7,970. Contract is to furnish and install ¼-inch aluminum panels including wet sealing the exterior of the upper and lower panels in the storefront. Jen reported that insulation and bracing were not in the original bid. In the contract, as an alternate Riggs, will install 1-inch rigid insulation and plywood on the interior behind the lower panels for $4,950. Board members thought insulation was included in the original price. There was confusion whether the panels were double or single. Laurie said she didn’t want plywood on the inside. Chantal suggested having Riggs come to the next meeting to explain the work since the board has so many questions. John noted that the glass will not be replaced and he questioned if it wanted to spend significantly more money to insulate the bottom if there are no new windows. The board discussed the possibility of getting other bids for the work. Laurie said whomever does the work needs to be fully insured.

Historical Records: Jen said the historical records from the Fairfax House, which are currently being stored at the library, cannot be donated per the acting state librarian. They need to be shredded. Laurie said the records need to be reviewed to see what is really there and how much space they would take up. She said they could be a treasure trove for someone doing genealogical research. They could possibly be moved to the new city hall at some point. Jen suggested a small committee be formed. Chantal suggested that maybe the records could be scanned.

Personnel: Jen said she has an appointment with the finance director with the city of Shrewsbury for the bookkeeper position for $20 an hour. She has hired a replacement for Olivia who is retiring on Oct. 26. Olivia will help train the new person. Chantal is taking up a collection from board members for a gift for her. Laurie and Chantal will do an exit interview with her on Oct. 26.

**Unfinished Business**

Vacation/Sick Time Policy: The board discussed an amended policy. David made a motion to amend Section 5 of the Personnel Policy titled Leaves of Absence for full-time employees, changing PTO to Vacation Time and establishing a section for full-time sick leave benefits with sick leave benefits to take effect as of full-time employment less sick days used and that any time used for sick leave be characterized for available vacation time retroactive to April 1, 2017. John seconded. Motion passed unanimously.

Book Fair: Due to rain, the book fair ended early and so the board did not raise much money.

Broker of Record: Laurie said Jen got a letter from the city’s broker wanting authorization to be broker of record. She said that should not be signed. The library is looking to move away from the city on insurance. The library will get bids on insurance - possibly workers comp and property.

**New Business**

Candidate Recruitment: Tabled until next meeting.

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

*Meeting adjourned 7:38 p.m.*

*Due to Thanksgiving the board will hold its next meeting on Monday, Nov. 13.*