**Rock Hill Public Library**

**Board of Trustees Meeting Minutes**

**June 11, 2018**

*Attendees: Trustees: Sally Haffner, Marty Harris, Chantal Hoffsten, Maud Jeanty (arrived at 8:02 p.m.), Ray Malon, John Shoulberg, and Library Director Jennifer Conroy. Absent: Trustee Laurie Murphy; Bookkeeper Danielle Oettle*

*Meeting called to order 6:17 p.m.*

**Introductions:**

RHPL Board of Trustee applicants, Connie Schleeper and Meg Korte, were introduced.

**Public Presentations**

The board discussed the 3 bids received to replace the storefront: K&S for $26,676; PJ Prifti Inc. for $42,600; Russo Construction with 2 options - $5,500 to caulk the glass and seams and to replace the lower aluminum panels and paint the finish, and $29,811.15 to demo the storefront and replace it. Jen recommended K&S. She said the company had amazing recommendations including the city; the price was right, plus there was some leeway in price if something came up. (K&S built the new municipal complex.)

Dennis Dyes, chief estimator with K&S Associates Inc., was the only bidder who came to the meeting. Dennis gave a brief overview of his company, which has been in business since 1972. In response to questions from board members, he said debris would be removed and a plastic barrier wall would be installed during the work; that the glass would be low E like in a higher-end window in a home and it will look better and help with energy bills. Dennis said 2 days were estimated for the project; it may be 3 days including cleanup. He estimated it could take 8 weeks to get the glass since there’s only a few glazing manufacturers in the region. He said work would start within a week of getting the glass. The only thing he said the library would need to do is to get books and tables out of the way. He said it would be optimal if the library closed for construction. K&S will provide lien waivers; there’ll be only one subcontractor. Dennis said shades on the windows would still be needed, but he will check with a company that tints windows and get samples. He said tinting could be done at anytime. Ray noted that the existing shades may not work. As far as warranties, K&S would fix anything for a year and there’s probably a 5-year warranty on windows, Dennis said. He’ll give warranty info to Jen. After Dennis left, the board agreed to award the project to K&S.

John made a motion to accept the bid of K&S for $26,676 for the storefront; Sally seconded. The motion passed unanimously.

**Approval of Bills**

The Unpaid Bill Detail, paid as of June 1, was $5,510.98 and $465.68. Chantal made a motion to approve the Unpaid Bill Detail. Ray seconded. Motion passed unanimously.

**Financial Report**

After questions from board members on the P/L Budget vs. Actual report, Jen will check on why the amount for copies for Apr-May was zero and why Debt Collect is 79.2 percent of the budget. On the P/L Prev Year Comparison, she’ll check on why revenues for Apr-May were up so much more than usual.

**Approval of Minutes**

John made a motion to approve the minutes; Chantal seconded. Motion passed unanimously.

**Library Director’s Report**

Jen reported that there was no update on MSD’s Project Clear. Regarding the LSTA grant, she said it was officially finished. The total grant was for $2,500; $1,250 was received in 2017 and she is waiting for the remaining $1,250 for 2018. The library had five “wonderful” events with 130 attendees at all 5 events – 4 field trips and one family night.

Margaux Allen was hired as a circulation clerk. She’s a Webster Groves High School (WGHS) grad. The job is temporary. She’ll be going to college in Massachusetts in the fall. The library has 7 teen volunteers for the summer. They’re all from WGHS. They work as needed. All of them worked at trivia night. The Friday Trivia Night was very successful with 10 tables. Farotto’s catered the event – the library got a 50 percent discount. Shelley did a great job. Jen hopes to make it an annual event or maybe even twice a year event.

Summer reading is in full swing – 40 adults and 96 kids and teens are participating. Adult yoga is popular and at maximum capacity.

**Unfinished Business**

Beautification Project: Three Boy Scouts would like to do an Eagle Scout project. They have an idea that would include painting a mural, building a wooden planter, rain barrels and a receptacle for flags to be retired. The Boy Scout Council would have to approve the project, as well as the library board.

Evaluation of Director: John said he still needs to talk to Jen formally.

**New Business:**

Audit Proposal: Croghan and Croghan have submitted their audit proposal. John said the board has always been happy with their work. He made a motion to engage Croghan and Croghan for the FY 2018 financial audit; Ray seconded. The motion passed unanimously.

At 8:11 p.m., John made a motion to go into closed session pursuant to Section 610.021(3) RSMo. A roll call vote was taken.

After the closed session, the regular board meeting reconvened. Chantal made a motion to adjourn the meeting; Sally seconded. The meeting was adjourned at 8:44 p.m.

Next meeting will be Sept. 10, 2018.