**Rock Hill Public Library**

**Board of Trustees Meeting Minutes**

**May 14, 2018**

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

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

**Approval of Bills**

The board reviewed the unpaid bills. Laurie made a motion to approve the Unpaid Bills Detail dated May 14, 2018, totaling $1,932.02. Chantal seconded. Motion passed unanimously.

**Financial Report**

Danielle reviewed the financial reports. She said the 2019 budget is now balanced. She added the $16,535 surplus from last year’s budget and increased the budget for building repairs to $45,000.

The board reviewed the P&L Budget vs. Actual for April 2018. They questioned why “Overdrive Maintenance” was already over budget at 153 percent of the budget and why System Maintenance was already at 195.7 percent of the budget. Danielle said she would look into it and advise the board. She’ll also look into why Library Supplies shows $608.58 spent for April against a budget of $750. Conferences are also over budget at $101.8 percent. It reflects the PLA conference that Jen attended in March. Those costs should be in last year’s budget.

**Approval of Minutes**

The board reviewed the minutes. John made a motion to approve the minutes as amended. Laurie seconded. Motion passed unanimously.

**Library Director’s Report**

Jen reported that she has a new contact for MSD’s Project Clear. It is Chuck McFarland. She is waiting to hear from him. He should be able to give Jen an idea when drain repairs will be made.

Regarding the STEM LSTA grant, Jen said two kindergarten and two first-grade classes have successfully participated in different field trips. She hopes to continue working with Hudson School.

Deb Barry just started working at the library, replacing Donna Foelsch. Donna refused an exit interview due to her time constraints. Jen said the parting was amicable, however, and Donna had no complaints. Deb worked at Kirkwood Public Library for many years and came highly recommended.

Jen said she plans to table work on the strategic plan so she can focus on the storefront. She handed out a comparison between the duties of board members and the director for the board to review. The comparison, based on state guidelines, will be discussed at the next meeting. Laurie suggested Jen also look at the library’s by-laws.

Jen said she has purchased a number of library materials based on patrons’ suggestions such as poetry and travel books.

She said the staff is ready for the summer program. Half of this year’s prizes came from donations. Grand prizes include a ukulele and lessons from David’s Guitar Loft for K-5; big gift basket from Wine & Cheese Shop – no wine, but jams, etc. She’s still looking for a tweens’ grand prize. This year’s theme is Libraries Rock. Sally is making 50 buttons based on that theme.

Laurie asked if Jen knew how the Manchester Improvement Project would affect the library. Jen said she’d get on a mailing list and find out a contact for the project.

**Unfinished Business**

Storefront: Jen said three general contractors have come to look at the storefront: Russo Construction was recommended by Missouri Glass. Two of the three references were “great.” She’s waiting to hear back from the third reference. K&S Construction was recommended by the city. They are the contractors for the new city hall project. They are in the process of writing a bid. The third contractor, P.J. Prifti, was recommended by Bond Architects. Dan Compton with P.J. came highly recommended. She has one bid from Russo for $29,000. The other two contractors are writing up their bids. At the request of the board, Jen will forward the bids to board members when she receives them, so the board can review the bids before the next meeting. Jen said she also talked to Bond Architects who still have the drawings on the building. They said they can send electronically and will help however they can. The building was bought in 2012. Chantal said she might have info on the building such as who did the building permit.

Beautification Project: Maud said Chantal and her daughter were a big help with the mulch. Chantal said her daughter’s Girl Scout troop of 11 girls would be happy to help. They need a couple weeks’ notice. Maud is also creating a “book” for the front of the library.

**New Business:**

Officer Nominations: The board still needs a vice president. John said until a few years ago, there was no vice president position. He said he wouldn’t object to waiting on filling that position possibly with a new board member. Nominations: President – Chantal nominated John, Laurie seconded; Vice President – open; Secretary – Sally nominated Marty, Chantal seconded; Treasurer – John nominated Laurie, Chantal seconded. All nominations were approved unanimously.

Board of Trustees Applicants: There are three candidates: Connie Schleeper, Meg Korte and former board member Paul Turney. Jen has met with Connie, a long-time resident, and briefly talked with Meg, who was on the parks and recreation commission. Jen will set up a time to talk to her in person. Jen will invite all three to attend the June meeting.

Evaluation of Director: John has not had a chance to talk to Jen. He apologized and said he would it before the next meeting.

The board adjourned to go into closed session. John made a motion and Chantal seconded. A roll call vote was taken.

The board reconvened the regular meeting after the closed session.

Chantal reported that board minutes have not been posted on the website for over a year. Jen said she would look into it. Chantal also asked that the monthly agenda be placed on the front door and on the website calendar.

Laurie made a motion to adjourn the meeting and Chantal seconded. Motion passed unanimously.

*Meeting adjourned 7:42 p.m.*