

Rock Hill Public Library
Board of Trustees Meeting Minutes
AMENDED
Feb. 4, 2019

Attendees: Trustees Sally Haffner, Chantal Hoffsten, Maud Jeanty, Ray Malon, Connie Schleeper, John Shoulberg. Library Director Jennifer Conroy, Susan Hoch, Bookkeeper Danielle Oettle. Absent: Marty Harris, Laurie Murphy and Paul Turney.

Approval of Minutes

Sally made a motion to approve the minutes dated Jan. 14, 2019. John seconded. The motion passed unanimously.

Financial Report

Danielle said on Feb. 4, the library received a large amount of property tax revenue, which is not reflected in the current financial report. Based on that receipt, the library is up \$40,000 over last year. Comparing budget versus actual, the library has received 100 percent of the projected revenue and expenses are 78 percent of the budget. The board asked Danielle to email an updated report to board members.

Regarding a question from the board on the Saturday chair yoga class, Jen said the class is still popular. Three people have even asked for a mat yoga class. She said the library has the money to pay for yoga in programming and it will continue the class as long as possible. Right now the library is not planning on charging at the door.

Approval of Bills

John made a motion to approve the payment of unpaid bills totaling \$4,547.42 as of Feb. 2. Board members questioned the two summaries on bills: Transition List By Vendor and Unpaid Bills Detail. Danielle said when she came aboard, those were the reports the board wanted. She said because of the way bills come due, some are paid without board approval. She said in the future she'll provide a transaction list of all bills as of the meeting date which would include those not signed and those signed by the treasurer during the month. The board will then vote on that one amount. For the month of January that amount listed on the

Transaction List by Vendor, which includes unpaid bills, is \$9,060.31. With that explanation, John withdrew his motion to approve unpaid bills of \$4,547.42 and moved to approve the Transaction List by Vendor for January totaling \$9,060.31. Chantal seconded. The motion passed unanimously.

FY 20 Budget

The board discussed the upcoming budget. Jen said she included \$500 for a possible library conference she wants to attend. She also noted that fines have been reduced since the library now has auto renewal. Jen said she is considering ways to replace that revenue. Jen has increased office supplies some, since the library has been spending a little more than budgeted. She said postage has been increased due to a price hike in stamps.

Danielle said she is conservative on the projected real estate tax. Property tax is 90 percent of budget. She said the library hasn't received an invoice on property insurance. Jen is looking into that.

Cost for the audit has increased. FY 20 budget is \$7,760 compared to \$7,250 in FY 19. Jen asked if she should be looking at other auditors. Board members said not at this point. Croghan has been so helpful in giving advice on controls, etc., they would like to stay with Croghan. If the cost keeps going up, the board may want to reconsider switching.

On building repairs, \$5,000 is budgeted for FY 20. Jen said she'd like to redo the parking lot, but she's not ready to embark on that yet. Otherwise she has nothing planned except plumbing. It's working fine now. Chantal said it might be a leak in the sewer line. Jen said it shouldn't be connected with the work Project Clear will be doing, but flareups happen after a heavy rain. Jen said she'll look into the issue further and she may need to call MSD. Ray asked if more money should be put aside for the building and he asked what next year looks like? Chantal said if needed, there is a rollover that could possibly be used for the building.

Computer support is budgeted at \$500 compared to \$50 last year. Jen said the website is about to be updated.

Regarding payroll, John asked if the assumption was to keep staffing levels the same. Jen said current staffing levels are working out really well. Jen said the FY 20 budget includes 3 percent CPI raises. She said the budget is tight and doesn't include funds for merit-based raises. Ray asked if the budget should include an added 1 to 3 percent for merit-based raises if the library decides to do them. Chantal said the library would know more next month, but the projected rollover could be put toward strategic planning and staffing. John said he would like to see more money put into the staffing and building categories. Ray questioned why Lagers is almost double that of last year. Danielle said she'll look into that. She may have budgeted too much.

Director's Report

Jen said she's talking to library directors and reading her strategic planning book. She said she'll see if she can stick to the plan of having the first committee meeting in March.

She invited the board members to Staff Day on President's Day to hear Kevin King.

Regarding the Mo Dot project along Manchester Road, Jen said the library will lose some space for ingress and egress. Ray suggested getting the drawings when they are available. Her contact has done a walk through and has been really helpful, Jen said. Jen will be able to look at plans before project begins.

Executive Session

No executive session was held to approve minutes from last month's meeting due to Marty's absence.

Chantal made motion to adjourn meeting; Sally seconded. The motion passed unanimously. Meeting adjourned 7:52 p.m.

Next meeting on March 11.