

**Rock Hill Public Library**  
**Board of Trustees Meeting Minutes**  
**March 11, 2019**

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

**Approval of Minutes**

John made a motion to approve the minutes dated Feb, 4, 2019, as amended. Laurie seconded. The motion passed unanimously.

**Financial Report**

Danielle reported that as of March 7, revenue was almost 102 percent of the budget and expenses were almost 89 percent of the budget. As of March 7, there was a revenue surplus of \$40,000 plus an additional \$6,000 in property taxes was received on March 11. Danielle said she is talking to the city about why the library has not been billed for its share of the building insurance. The library's portion should be \$4,000. She has also asked for a copy of the policy. The goal is to get the library's insurance policy separated from the city.

John noted that the MLC Subscriptions category is high – actual of \$6,721.58 vs. \$3,087 budgeted. Jen and Danielle have reached out to Lisa at the Consortium to find out why. Hoopla is likely the reason for that. It's about \$400 a month.

**Approval of Bills**

Marty made a motion to approve the Transaction List By Vendor dated Feb. 12-March 7 totaling \$12,383.35. Chantal seconded.

**FY 20 Budget**

The board discussed the upcoming budget. John said \$5,000 was added for the strategic plan making it \$10,000. Payroll was also increased to include a total of 6 percent for payroll increases. That gives some flexibility for possible merit increases. Jen said she will definitely do personnel appraisals before giving any merit raises. (As an aside Jen said Allie gave her notice today, so Jen will be hiring a new part-time person.) The Lagers budgeted amount will be lowered since Danielle said she included a wrong number. In addition, \$2,000 was added to the LSTA Grant category. Chantal asked if Building Maintenance should be lowered. John asked if Jen had any idea how much redoing the parking lot would cost. Jen said no one is returning her phone calls about that. Laurie suggested Jen call Ron Meyer, the city's public works director, for advice on whom to call. The board also discussed putting the rollover into a Future Projects category.

Chantal made a motion to approve the FY 2020 proposed budget as presented using the rollover to balance the budget with the excess to be placed in a Future Projects category. Ray seconded. The motion passed unanimously.

### **Director's Report**

Jen said the Summer Reading Program is almost fully planned. She said the kickoff for summer reading will be May 31 with a trivia night. The library is working on fall programming and is talking about partnering with various places including Blooming Buckets and the World Bird Sanctuary. Jen and Deb are doing research for a seed library. Regarding Better Together, she said there's been no discussion among libraries.

She said the library is still planning a rotating collection of artwork from Hudson students. John noted that Steger/Givens are also part of Rock Hill and there may be some way of including those students.

Jen said the staff day with Kevin King was well received by staff. There was also training with the police and fire departments. She said the library is now a designated Safe Place for teens. Jen said a panic button will be installed at the library. She said some staff members want active shooter training. She feels she should offer that and has talked to someone at Kirkwood.

### **Unfinished Business**

Jen said the strategic planning is tabled for the month.

John said Sally told him that she is resigning from the board. John asked the board to think about potential board members.

### **Executive Session**

John made a motion to go into Closed Session pursuant to Section 610.021(3) RSMo to discuss a personnel matter. A roll call vote was taken.

After the closed session, John made a motion to adjourn the meeting. Chantal seconded. Meeting adjourned 8 p.m.

The next meeting will be on April 8.