

Rock Hill Public Library
Board of Trustees Meeting Minutes
Oct. 8, 2018

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

Meeting called to order 6:15 p.m.

Public Presentations

Mike Croghan of Croghan & Croghan, CPA, presented the library's annual audit report. According to the audit, one of the library's weaknesses is the segregation of duties. Croghan said this is brought up every year. The library has put controls in place, but due to the library's small size, he doesn't know how to make it go away. He said the only thing really different in this year's audit was the LAGERS piece. Numbers were different from last year, but that has been worked out.

Croghan also mentioned that the Certification of Participation (COP) will be coming up in a couple years. The library should start working on that now. It has a 3.75 percent rate which will likely increase.

He also said that the library's fund balance is about 35 percent which is "pretty good."

After Croghan left, the board discussed the audit. As far as the deadline for the state audit, Danielle said it was Sept. 30. She the balance sheet was sent in, which was acceptable. Now she will send in the final audit. The library is in compliance with the state. Chantal said the library should start the audit process earlier.

John made a motion to approve the audit for the year ending March 31, 2018. Chantal seconded. The motion passed unanimously.

Financial Report

Danielle said the library is half-way through its fiscal year and the budget is on target overall.

Fines are trending lower due to auto renewals, Jen said. She is looking for other ways to generate revenue such as charging \$1 for ear buds which were previously given away. Sally suggested charging to use the meeting space.

Chantal questioned why Overdrive Maintenance was 177 percent of budget. Jen will find out.

Approval of Bills

John made a motion to approve the Transaction List By Vendor dated Sept. 19, 2018. Laurie seconded. The motion passed unanimously.

John made a motion to approve the Unpaid Bills Detail As Of Sept. 19, 2018, in the amount of \$19.45 and \$13.64. Laurie seconded. The motion passed unanimously. John also made a motion to approve the Unpaid Bills Detail As Of Sept. 30, 2018, for \$3,515.46. Laurie seconded. The motion passed unanimously.

Library Director's Report

Jen gave her monthly report. She highlighted that the library is planning a Halloween Open House Party from 3:30 to 5:30 p.m. She said adult yoga is still going strong due to demand. She is researching about doing a donation jar. John suggested making a flier asking for donations to help defray costs. Jen also mentioned that Scrabble for adults began.

Marty reported that the fall festival book sale made \$33.25. It closed early due to rain. John thanked the staff who got items together and the board members who worked at the event.

Unfinished Business

Eagle Scout Plans: Laurie reported that she hasn't heard anything.

New Business

Replacement Window Shades: Jen received three bids - 2 Blind Guys for \$3,682; St. Louis Blinds & Shutters for \$3,112; Budget Blinds for \$3,146. She recommended 2 Blind Guys even though it is more expensive. She said they were more professional, personable and did the shades before. Laurie asked if Jen has seen a sample. She has and said the shade is pretty much like the old one. The board asked Jen to check on the manufacturer, the shade's durability, references and lead time. She will report back to the board in November.

Power Motor for Door Closure: John made a motion to approve the expenditure of \$425 for the motor for the door closure. Sally seconded. The motion passed unanimously.

Bar Codes: Jen said the library buys bar codes 5,000 at a time. The cost is \$425. They were purchased a few years ago and the library has 600 left. More are needed and they are not budgeted. Chantal mentioned that there is \$255 in the budget for library supplies. Laurie made a motion to approve the purchase of bar codes for \$425. Chantal seconded. The motion passed unanimously.

Nov. 12 Meeting Scheduled on Veteran Day (observed): The board agreed to go ahead and meet even though the library will be closed.

Board Tax Approval Issue: John said each year the board has to approve the property tax rate and that it should have already been done. Danielle said it has been taken care of. It has to be sent to the county by Sept. 30. John said to find out what the deadline is; he thought it should be done by the end of August. He thought an email vote had to be done in the past to approve the rates. Jen will followup. This year's tax rate will not change from last year. John made a motion to approve the 2018 tax rates: Residential - \$0.2710 (\$27.10) per \$100 of assessed valuation; Commercial - \$0.2980 (\$30) per \$100 of assessed valuation; Personal Property \$0.3550 (\$35.50) per \$100 of assessed valuation. Laurie seconded. The motion passed unanimously.

John moved to go into closed session pursuant to Section 610.021(3) RSMo. to address hiring, firing, disciplining or promoting of particular applicants/employees by the Board as personal information about employees or applicants is expected to be discussed or recorded. A roll call vote was taken.

After the closed session, the regular meeting reconvened. John made a motion to adjourn the meeting. Laurie seconded. The motion passed unanimously. Meeting adjourned 8:42 p.m.

Next meeting – Nov. 12, 2018