**Rock Hill Public Library**

**Board of Trustees Meeting Minutes**

**September 9, 2019**

Attendees: John Shoulberg, Chantal Hoffsten, Ray Malon, Stephanie Van Stee,

Paul Turney, Jennifer Conroy, Susan Hoch, Danielle Oettle, Connie Schleeper,

Sandy Stephens, Maud Jeanty. Absent: Marty Harris, Laurie Murphy.

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

Sandy Stephens from Rock Hill City Hall visited the Board meeting. She is the Rock Hill City Treasurer. She explained to Board members how property taxes are funneled into the funds for the Rock Hill Public Library. Allotted funds are estimated to be $322,000.00. Sandy Stephens left the meeting at 6:25 p.m.

**Approval of Minutes**

John moved to accept minutes. Stephanie seconded. Minutes accepted.

**Financial Report**

Danielle presented Revenue and Expenses – Budget vs Actual – Report. Total expenses are about 40% of budget. Chantal asked about the relatively high cost of building insurance. This insurance was previously purchased through the city, but now is purchased directly from an insurer.

Danielle presented Revenue and Expenses – Previous Year Comparison – Report.

Danielle said she would look into the relatively high cost of the Consortium System Administrator.

Danielle presented the Transaction List by Vendor Report. There were no bills to pay.

John moved to accept bills as paid. Paul seconded. Bills were accepted as paid.

**There were no public presentations**

**Director’s Report**

Summer Reading Program was successful. Patrons collected their prizes and appeared quite happy with them.

September is Library Card sign-up month. The mayor will visit the library to sign up for his library card. Rock Hill Public Library is fine-free during the month of September.

League of Women Voters are meeting in the library September 28 and will register voters. Craft activities will also take place this month. An owl expert will present an owl program September 16.

Rock Hill will become a seed library. When people bring seeds in they will be placed on file. Then other people may take some seeds out to use.

Columbus Day will be a staff day. Staff development will be focused on training on how to assist mentally challenged patrons.

Regarding staffing, Olivia Knosel was rehired and Sophia Sterlz-McMullen was hired. So, the library is currently fully staffed.

The audit is complete, and a presentation will be provided at the October Board meeting.

The library plumbing was discussed. Pipes must be flushed out regularly. A more long-term remedy will need to be forthcoming, and bids for the work are expected by the October Board meeting.

Director invited Board to peruse the building insurance plan for the Library.

**Committee Reports**

Stephanie asked the Board members what committees serve the Library. The Library has a Personnel Committee, a Beautification Committee, and a Strategic Planning Committee.

**New Business**

Due to the occurrence of Columbus Day on the second Monday of October, John moved to change the regularly scheduled Board meeting to October 21. Ray seconded. Motion passed.

Next Board meeting is October 21 at 6:15. Jen will notify absent Board members of the change in date.

Library involvement at the Rock Hill Fall Festival was discussed, and, in particular, the annual used book sale at the Festival. Also, the logistics of library card sign-up at the Festival was considered.

Maud expressed how much she enjoyed the Library programs she attended this summer, and how much the children seemed to enjoy them.

John made motion to enter closed session at 7:23. Stephanie seconded. Board entered closed session.

John read minutes. Some amendments were made, but the minutes were not accepted to date.

Closed session ended at 7:29. John moved to enter Open Session. Chantal seconded. Board went to Open Session.

In Open Session, John moved to adjourn meeting. Chantal seconded. Board adjourned at 7:30.