

Rock Hill Public Library
Board of Trustees Meeting Minutes
Via Teleconference
May 11, 2020

Attendees: Trustees, Marty Harris, Chantal Hoffsten, Laurie Murphy, John Shoulberg, Stephanie Van Stee. Library Director Jennifer Conroy. Absent: Maud Jeanty, Connie Schleeper, Ray Malon. Meeting called to order: 6:15 p.m.

Approval of Minutes

John made a motion to approve the minutes from the April 20 meeting which includes specific language specifying John's authorization to sign MoDot's agreement pertaining to permanent and temporary easements. Marty seconded. Motion passed unanimously.

Financial Report

Danielle was not at the meeting to present the financial report. The board had no questions.

Approval of Bills

John made a motion to approve the Unpaid Bills Detail as of May 1 totaling \$2,288.73 and the Transaction List By Vendor as of May 8 totaling \$4,507.70. Laurie seconded. Motion passed unanimously. John asked Jen when the recently completed building work would show up in the bills. She said it should show up on next month's report.

Director's Report

Jen reported that she has asked staff to provide hours and details on what they are doing. She's had two staff meetings since the library's closure and talks to staff members almost every day. Olivia has been watching webinars which Jen said other staff members could benefit from some of them also. Someone is now at the library everyday.

Laurie suggested that Jen check with Heartland Bank about what the library needs to do to be eligible for a payroll tax credit due to library's closing because of COVID 19.

Jen and the board discussed procedures to be followed upon re-opening, i.e., disinfecting, social distancing, masks and plexi-glass protection. Jen said the MLC directors are waiting for the county library's decision about re-opening. She's projecting mid-June. Re-opening would likely be in phases in 14-day increments. Phase 1 would be opening the book drop and quarantining the books for 72 hours. Phase 2 would likely be curbside service. The plan is to open all MLC libraries at the same time.

Jen said the library now has 24/7 Wi-Fi. Laurie asked if that has been put on social media. Jen will see that it is done.

Regarding the plumbing work, Jen said it is done (yay), looks good and went smoothly.

Election of Officers/Board Members. John made a motion to nominate Marty as president, Stephanie as vice president, Connie as secretary and Laurie as treasurer. Chantal seconded. Motion passed unanimously.

John made motion to reappoint both Laurie and Chantal to another three-year term on board. Marty seconded. Motion passed unanimously. Terms effective April 1.

Extending the Library's Closure.

Chantal made a motion to extend the library's closure due to COVID 19 with the expectation to re-open partially on June 1. The board will revisit the decision prior to that date. Laurie seconded. Motion passed unanimously.

Laurie made a motion to adjourn the regular meeting. Chantal seconded. Meeting adjourned at 7:30 p.m.