

Rock Hill Public Library
Board of Trustees Meeting Minutes
January 24, 2022
Via Zoom

Attendees: Stephanie Van Stee, Karen Shoulders, Laurie Murphy, Chantal Hoffsten, Patrick Long, Erin Phelps, Susan Hoch, Danielle Oettle

Absent:

Meeting rescheduled from January 10, 2022 due to lack of quorum. Meeting called to order at 6:20 p.m.

Stephanie announced that Katie Brookes and Donia Hunter have stepped down from the Board, leaving a total of four vacancies on the Board of Trustees.

Approval of Meeting Minutes

The Board reviewed the minutes from the previous open meeting. Laurie moved to approve the November 8, 2021 open session minutes as presented. Patrick seconded. Motion passed unanimously.

Financial Report

The Board reviewed the financial statements as presented by Danielle Oettle. For the current fiscal year-to-date, Danielle noted that the revenues are at 70% of the budget and total expenses are at 51% of the budget. She also pointed out that revenues are up by 5% compared to the previous fiscal year, and expenses are down by 36%. Chantal thanked Danielle for making the necessary adjustments to the Building Loan balances on the Balance Sheet reports.

Approval of Bills

The Board reviewed the paid and unpaid bills reports. Stephanie asked about the bills from GovConnection and Dormakaba, Inc. Erin explained that the first transaction covered computers for the technology grant. The second bill was for repairs made to the automated accessible door at the front of the library.

Stephanie moved to approve the Transaction List dated November 5 to December 31, 2021 in the amount of \$11,358.12, as well as the Unpaid Bills List dated January 6, 2022 in the amount of \$15,260.50. Karen seconded. Motion passed unanimously.

Library Director's Report

Building

Erin noted that the library is still waiting for the bill from Climate Masters for the furnace repair at the end of November. She will follow up with them.

Erin shared that she had reached out to a local artist, Cbabi Bayoc, to ask about installing a mural on the exterior east-facing wall of the library building. Cbabi is finalizing a design of a girl reading a book. Initial discussions indicate the cost would be approximately \$5,100 plus the cost of a three-day rental of a lift, about \$6,000. Erin mentioned that Laurie suggested the Board obtain other bids for comparison. Chantal concurred and pointed out that the library should try to obtain 3 competing bids for the Board to consider. Laurie gave Erin the contact information for Marilyn Bradley. Karen will forward her information on the local artists who recently painted the area around Grand Center.

Erin also reported that a local painter has been contracted to clean and repaint the letters on the front of the library building. She will wait to explore other cosmetic work once the Manchester project is completed.

Programs

Erin shared that the library has begun collecting donated books again, and selling retired library books on a cart at the entrance. Patrons have also responded positively to the return of circulating magazines. The library has received more masks from the County Health Department, and will distribute them to patrons. More N95 and surgical masks have been purchased for the staff.

Erin reported that Winter Reading Club has begun and will run through March 1. Participants will track number of days they read, rather than books. Currently the Club has 28 children signed up, and 11 adults. The Stuffed Animal Sleepover on January 21-22 was popular, with 25 children participating. Other library events were also well attended last month. The presentation by Forest Park owl expert Mark Glenshaw on December 16 counted 35 attendees. She also estimated that about 27 people attended the December 29 virtual yoga session, the largest attendance to date for that program.

Grants

Erin noted that the library has already purchased the hardware for the LSTA grant, but is waiting to purchase MS Office licenses once they finalize the pricing for libraries. Erin also shared the library was awarded \$3,000 of the \$4,000 grant

submitted for the Summer Reading Club. The grant will cover programming, supplies and materials, and the cost of an intern. Laurie suggested that Erin contact the City of Rock Hill's Parks and Rec department for referrals since they are currently hiring camp counselors.

Erin described a recent training she attended on the eRate subsidy program. The program would allow the library to apply for federal funding to help defray telecommunication costs with a potential savings of around 40%.

Strategic Planning

Erin noted that she shared the bid the library received for strategic planning from Vario. She shared that she is also meeting with the Rome Group and with Orange Boy, a local firm that has done strategic planning work for St. Louis Public Libraries.

MLC

Erin reported that the MLC discussed the recent Social Security cost-of living adjustment of 5.9%. Erin also recommended using Cindy Ormsby from Curtis, Heinz, Garrett & O'Keefe, P.C. for the library's future legal needs. Cindy Ormsby has experience with municipal entities and libraries, and has done work for the Maple Public Library.

Board/Compliance

Board vacancies continue to be advertised in the Webster Kirkwood Times and on social media. Two potential candidates for the Library Board attended the canceled meeting on January 10. Erin noted that she will follow up with them.

Erin reported that during a recent meeting of the Missouri Library Directors, Board Trustees were strongly counseled against using personal email addresses to conduct library business. Erin has reached out to the library's IT person to set up generic email addresses for officers and board trustees to ensure they can be passed down from one board member to the next.

Laurie moved to include the December Library Director Report, emailed on December 8, in the January 24, 2022 minutes. Chantal seconded. Motion passed unanimously.

Karen announced that she would need to leave the meeting by 7 p.m. To avoid losing a quorum, Stephanie moved to address actionable New Business items. Karen seconded. Motion passed unanimously.

New Business

Bank Authorization for Library Director

Laurie moved to authorize the Library Director, Erin Phelps, to be added as a signatory on the Royal Banks accounts and to obtain a credit card in her name for the US Bank account; and to remove Jennifer Conroy as signatory and contact from any and all Royal Banks accounts and US Bank credit card accounts.

Stephanie seconded. Motion passed unanimously.

Laurie moved to table discussion and action on any and all Unfinished Business to the February 7 meeting. Stephanie seconded. Motion passed unanimously.

Chantal moved to adjourn the meeting. Patrick seconded. Motion approved unanimously. Meeting adjourned at 6:55 pm.

December Library Director's Report: On December 8, 2021, the Library Director Erin Phelps emailed the Board a copy of her December Library Director's Report, attached below.

December 2021 – Director's Update

Building

9811 Manchester saw some minor repairs in November. MORENet reached out because they weren't getting proper signals from one of our wireless access points. A tech came out on 11/18 and made some adjustments and things are working again.

The automatic door opener has been working sporadically, so on 11/18 Dormakaba came out to investigate. They adjusted the antenna in the motor above the door and now the problem seems to be fixed.

The rear furnace, which went out on 10/26, was finally repaired by Climate Masters on 11/23 due to a staff shortage and delays in receiving the equipment. Routine checks on the other two furnaces on 11/19 showed them to be in good health.

Programs

The Take and Make bird feeder for kids was a great success this month.

We were pleased to see that Yoga on 11/24 brought in 9 attendees – we weren't sure if patrons would be logging in the night before Thanksgiving!

Upcoming: Mark Glenshaw will be talking about the Forest Park owls on 12/16 and already has some buzz – more than 70 people have expressed interest in the program on the Facebook event.

We're also holding a Winter Reading Club January 1-March 1 for kids and adults with the theme Blizzard of Books. The goal is to read 25 out of the 60 days of the program and prizes include a coffee mug for adults and small stuffed penguins for kids.

Grants

RHPL was awarded and accepted grant for technology refresh for a total of \$17,767 to replace all staff and public computers. There will be an article in the Webster Groves-Kirkwood Times announcing the grant along with Webster Groves Public Library and Kirkwood Public Library, which have also received funding. Ern met with Bill Coleman to plan timeline for new equipment, submitted first request for payment on 12/7, and have confirmed pricing and availability with vendor.

Erin submitted an application for summer reading program on 12/1, and will hear something mid-January. The proposal includes funds for programming, library materials, craft supplies, and supporting a summer teen intern.

Strategic Planning

Erin heard back from [Vario](#) and [Red Hen](#), which were both mentioned at the last board meeting, and reached out to [Library Strategies](#), which is the consulting firm SLCL used for their strategic planning process. A meeting with Cora Willard from Red Hen has been set for 12/9 - will tell her about RHPL and ask for a timeline and proposal of service.

Staff

Olivia and Kayla will attend RFID training on 12/15 and 12/16 and we will begin installing the software and setting up the equipment after that.

Other

Due to the flu, Erin was unfortunately unable to attend the Missouri Public Library Directors' meeting in Columbia December 2-3. She looks forward to the MO new directors' webinar series beginning in January.