

Rock Hill Public Library
Board of Trustees Meeting Minutes
October 11, 2021
Via Zoom

Attendees: Stephanie Van Stee, Laurie Murphy, Chantal Hoffsten, Katie Brookes, Patrick Long, Erin Phelps, Susan Hoch, Danielle Oettle, Mike Croghan, A.J. Medlock
Absent: Karen Shoulders, Donia Hunter, Connie Schleeper

Meeting called to order at 6:16 p.m.

Introductions

Stephanie welcomed Erin Phelps as the new Library Director. Stephanie moved to adjust the meeting agenda to first address the library's annual audit and the presentation on the library's historical materials and records. Katie seconded. Motion passed unanimously.

Danielle entered the meeting at 6:24 p.m.

Audit

Mike Croghan reviewed the audit conducted by his accounting firm, Croghan & Croghan. He noted that two items were addressed and rectified from last year's audit: the written pledge from the bank regarding securities and the timely depositing of cash. Mike also noted that the library continues to struggle with a more robust segregation of duties due to its size, and needs to be more diligent about regularly recording adjusting journal entries. Chantal and Laurie pointed out that the description of the library's insurance coverage is not accurate. Chantal also asked that the donor name for the 2012 restricted donation for historic preservation be updated to Fairfax Restoration, Inc. Mike assured the Board that the final draft will include both of these adjustments and will send a finalized copy to the library. Danielle indicated that she will reach out to Croghan & Croghan for help on importing the adjusting journal entries.

Historical Archive

A.J. Medlock, senior archivist at the State Historical Society of Missouri at UMSL, spoke to the Board about the possibility of creating a collection devoted to Rock Hill. He has reviewed the archives currently housed by the library and would like

to begin a collection. The Library would need to make a deeded gift of the records to his organization, but could elect to retain copyright ownership of the material. His organization would create a preliminary inventory of the collection, with the aim of giving free access to researchers and the public upon request. The collection would not be loaned out. Erin asked about plans for future digitization of the materials. A.J. explained that his organization would consider targeted digitization depending on the popularity and use of the collection by researchers. The Board has A.J.'s contact information and will follow up with any questions.

Approval of Meeting Minutes

Stephanie moved to approve the September 13, 2021 open session minutes as presented. Katie seconded. Motion passed unanimously.

Financial Report

The Board reviewed the financial statements as presented by Danielle Oettle. Danielle indicated that the Library expects tax revenue to arrive from December through February. She also noted that expenses are down compared to last year, in part because of lower payroll costs over the summer. Chantal requested that the Revenue & Expense and the Budget vs. Actual reports include a column showing percentage year-to-date.

Approval of Bills

The Board reviewed the paid and unpaid bills reports. Stephanie moved to approve the Transaction List dated September 14-30, 2021 in the amount of \$3,334.71, as well as the Unpaid Bills List dated October 9, 2021 in the amount of \$2,307.55. Laurie seconded. Motion passed unanimously.

Library Director Report

Erin reported that the Library's participation in the Pride Fest at Tower Grove Park and the Rock Hill Fall Festival were successful. She also noted the following upcoming events: Outdoor Storytime run by Deb on October 14 and 28; virtual author event with Trustee Patrick Long on October 14; Mystery Book Club on October 20; Not-So-Scary Halloween event co-sponsored by Rock Hill Parks and Recreation department on October 26; and Virtual Yoga on October 27.

Erin shared that has met with various members of the MLC, the Library's IT consultant, and other MLC library directors. She reported that the MLC will

upgrade the ILS system in November. While the upgrade should not interrupt public services, the MLC will try to schedule it for Veterans Day when the libraries are closed. She also noted that the MLC is considering revising how holds are fulfilled to create more balance between loaned and borrowed materials.

Erin reported that she is working on a LSTA grant to cover upgrading the computers in the library, which are nearly ten years old. She hopes to downsize the number of public desktops to six, and to utilize the laptops purchased last year through the CARES act to supplement in-house computer use by patrons.

Staff Development Day was October 11 and focused on team-building activities, including a field trip to Seeds of Happiness. Erin reported that weekly staff meetings are held on Wednesdays at 1 p.m. and invited Board members to attend. Erin also shared that will be participating in a series of new director training held by the State Library starting in January.

Committee Reports

Personnel Committee: Chantal reported that she and Karen were approached by a staff member who expressed frustration with the Board's lack of communication over the summer. In order to promote more communication and transparency between Board and staff, Chantal proposed reinstating the Board's semiannual meet and greet event at the Library. She also suggested that the Board appoint the Vice President as the Board liaison to the staff. Chantal also reported that the Personnel Committee will start to plan the new library director's review starting next month, given the timing of the holidays.

Bylaws: Chantal shared that Susan was able to send the Committee an electronic file of the Bylaws. The committee has started work on revising the Bylaws. Given the size and composition of the current Bylaws, the committee will work on streamlining the governing documents and separating non-related policies (personnel, library use, etc.).

Unfinished Business

RFID Project

Erin reported that the MLC is still waiting for the materials to begin the process of upgrading to RFID sensors. Once the supplies arrive, the MLC will begin scheduling training at each of the libraries.

New Business

Library Hours Expansion

Following discussion with current staff, Erin reported that the library will expand its in-house use hours for Monday through Thursday. Curbside will be available 10 a.m. to 12 p.m. and the library will be open to the public 12 p.m. to 7 p.m. Friday and Saturday hours will remain the same. Erin noted that a full reopening will require hiring additional staff, which require time. The new hours will begin in November.

Library Fines Policy

Erin reported that the Library is collecting late fines for overdue materials, and would like to propose that the Board approve discontinuing the practice. Chantal and Laurie noted that the Board voted to waive late fees at least a year or two ago. The Board was informed by the previous Director that the Library only collected fees for lost or damaged materials. Susan and Erin reported that the Library was still collecting late fines, though the practice was suspended through the pandemic. Chantal will check previous minutes to verify whether the Board already voted on the item. Chantal moved that the Library discontinue its practice of collecting late fines for borrowed materials, effective immediately. Laurie seconded. Motion passed unanimously.

Board Volunteer Hours

Chantal encouraged Board members to volunteer when they can to help the library staff. She suggested contacting Erin and Susan to ascertain what areas need volunteer help. Erin stated that she would be happy to discuss volunteer opportunities with Board members.

The Board of Trustees entered closed session at 7:31 pm, pursuant to Section 610.021(3) RSMo. to address the 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.

Board entered open session at 7:41 pm.

Stephanie moved to adjourn the meeting. Chantal seconded. Meeting adjourned at 7:41 pm.