

**Rock Hill Public Library
Board of Trustees Meeting Minutes
Via Teleconference
June 8, 2020**

Attendees: Trustees, Marty Harris, Chantal Hoffsten, Ray Malon, Laurie Murphy (left at 7 p.m.), Connie Schleeper, John Shoulberg, Stephanie Van Stee. Library Director Jennifer Conroy, Bookkeeper Danielle Oettle. Meeting called to order: 6:18 p.m.

Approval of Minutes

Marty made a motion to approve the minutes dated March 16, March 29, April 20 and May 11. Laurie seconded. Motion passed unanimously.

Installation of Officers

John made a motion to elect those officers who were nominated at the May 11 meeting: Marty Harris as president, Stephanie Van Stee as vice president, Laurie Murphy as treasurer and Connie Schleeper as secretary. Motion passed unanimously. Marty then took over the meeting as president.

Financial Report

Danielle presented the financial report. Laurie questioned if revenue might go down due to the COVID 19 virus. Danielle said since the library is mainly supported by property taxes, it should not be affected.

Approval of Bills

Marty made a motion to approve the Unpaid Bills Detail as of June 5 totaling \$1,386.23 and the Transaction List By Vendor for May totaling \$81,250.22. John seconded. Motion passed unanimously

Director's Report

Jen reported that she is having Maud's name put on the library plaque honoring exceptional board members. Jen is also advertising the 2 open trustee positions in newsletters and social media. She said curbside pickup is going very well. It started on June 3. The book drop is now open 24 hours a day. She is planning to do three cooking and art classes virtually this summer. Meditation and yoga classes have been held on the website.

Jen is putting together paperwork for the Employee Retention Tax Credit which is part of the Cares Act. It is due June 30.

The library received a \$500 donation.

Jen is talking to 3 companies about a new printer.

Marty made a motion to renew the library's building loan (\$380,083.44) with Royal Bank for 60 months at an interest rate of 3.1 percent fixed. Laurie seconded. Motion passed unanimously. Marty will sign the renewal document.

Library Reopening

Jen said there is no set date. She said St. Louis Public Library is opening public areas of 8 branches. She and staff are nervous about reopening. She said she needs to talk to Sam Page's office further and the health department. She said each MLC library is on a different opening path. She asked if the board needed to vote on when the library opens its doors. The consensus was that the library was already open since it is doing curbside pickup and accepting books for return. Jen is working to have masks, distancing stickers, disinfectant, flexiglass, etc., in place when doors open to the public.

The board needs to approve employee policies and procedures relating to COVID 19. Jen has written the policy. She will make changes requested by the board. Once the revised policy is received by the president, the board will be asked to approve via email vote.

Manchester Road Project

John signed the documents for the easements. He will attend the closing for that. A check should be issued at that time.

John made a motion to go into executive session pursuant to Section 610.021 (3) RSMo to discuss personnel matters. A roll call vote taken.

After the closed session, John made a motion to adjourn the meeting. Stephanie seconded. Motion passed unanimously. Meeting adjourned 7:14 p.m.