**Rock Hill Public Library**

**Board of Trustees Meeting Minutes**

**February 8, 2021**

**Via Zoom**

*Attendees: Katie Brookes, Marty Harris, Chantal Hoffsten, Laurie Murphy, John Shoulberg, Karen Shoulders, Stephanie Van Stee, Jennifer Conroy, Susan Hoch, Danielle Oettle*

*Absent: Ray Malon, Connie Schleeper*

*Meeting called to order at 6:17 p.m. Due to Connie Schleeper’s absence, Chantal Hoffsten asked to take minutes.*

**Minutes**

Jen asked that the minutes from the January meeting be amended to clarify that “Jen will discuss a plan for timely deposits of cash and checks with Susan Hoch.” Marty and John corrected spelling and grammatical errors in the minutes. Chantal proposed that the minutes include her request that “the restricted donation from the historical preservation committee be tracked as restricted equity on the balance sheet.” Danielle noted that she has created an expense budget line item to track spending of this restricted donation. Laurie and Danielle discussed creating a separate line on the balance sheet to track that portion of general funds.

Mary moved that the amended minutes from the January 11 meeting be approved. Katie seconded. Motion passed unanimously.

**Financial Report**

Danielle presented the financial report. She noted that the library has brought in 99% of its budgeted income, and has incurred 78% of its anticipated expenditures. Compared to the previous fiscal year, she also noted that the library is up 10% from last year in income and up 26% in expenses. The majority of this increase in expenses is due to the building work done this year.

Jen followed up on a question from last month regarding the library’s legal fees. She indicated the bulk of the legal fees are from the firm the library used to renew the bond on the building. Chantal asked that the expense be noted for budget planning in 2025.

**Approval of Bills**

After review by the board, Marty moved to approve the bills from January 11 to 28 totaling $5321.38 and unpaid bills as of January 29 totaling $3335.96. Stephanie seconded. Motion passed unanimously.

**2022 Budget**

Marty made a motion to move the budget up the agenda as the next item. Laurie seconded. Motion passed unanimously.

Danielle and Jen presented the proposed draft of the 2022 budget. Jen pointed out the addition of some line items for anticipated expenses including some smaller furnishings for the library, landscaping, and the Rock Hill African American History project.

Laurie questioned whether the budget should include some amount for audiobooks. Jen said that while Overdrive has largely replaced audiobooks, she would look into whether they should be part of collections development next year.

Laurie shared that some patrons have expressed a desire to see a more diverse and inclusive children’s collection. She requested that the library increase funding for children’s materials, and that the collection be developed with an eye to diversity. Laurie and Chantal requested that the budget set aside funds to hire a strategic consultant and begin the strategic planning process in earnest next year.

Marty asked whether staffing costs had taken into account cost-of-living increases and potential raises. Jen and Danielle assured the board that the staffing costs included a 6% rise for that purpose. Chantal asked about the costs of payroll service next year. Laurie suggested that the library rebid out the contract for payroll services.

Jen noted to the board that the budget includes grants to cover the replacement of all desktop devices for patrons and staff next year, including support.

The board noted that the proposed amounts in some expense items seemed very low compare to previous years’ actuals. Danielle noted that most of the proposed amounts were based on an average of preceding years’ actual expenses. Danielle and Jen indicated that they would make adjustments to each line item in the budget and send a more complete draft to the board for review ahead of next month’s meeting.

**Library Director Report**

Jen shared that the Chromebooks are nearly ready for circulation. The library intends to begin with a smaller pilot version by checking out Chromebooks to Rock Hill residents only before expanding to other patrons. Laurie suggested contacting the high school librarians for information on insuring patrons who check out the devices. Jen said she would follow up.

Jen said that she is working on drafting the payroll procedures for the board for review and approval as requested. Jen shared that the library newsletter is available by emailing Kay Platoff. Patrons can also sign up on the website, although she will look into making that easier to find.

Adult yoga classes will be reduced to one class a week while programming remains virtual to reduce expenses. Full classes will be restored when programming goes back to in-person.

**New Business**

New File Cabinet

Jen indicated that the new locking file cabinet for the board to house documents and records is located in the large craft closet in the library’s side room. Marty indicated that one key will be kept by the President. After some discussion, the board agreed that the Secretary will keep the other key.

Trustee Terms

Marty announced that she and John will be stepping down from the board at the end of their current term on March 31. Laurie indicated that Donia Hunter may be interested in joining the board. Jen said she would send her information on becoming a board member.

Katie has agreed to renew for a full three-year term after having served the remainder of the unexpired term for which she was appointed. Chantal moved to recommend Katie Brookes to serve a three-year term on the Rock Hill Public Library’s Board of Trustees to begin April 1, 2021. Laurie seconded. Motion passed unanimously.

Rock Hill Historic Preservation Commission Donation

The board looked over the email that Donia Hunter sent Laurie regarding the use of the restricted donation for the celebration and preservation of the history of Rock Hill’s African American community. After some discussion, Marty moved to create a Rock Hill History Committee to include members of the board and the general community. Chantal seconded. Motion passed unanimously. Marty appointed Jen, Laurie, Karen, and Donia to the committee.

**Closed Meeting**

Approval of minutes from the January 11 closed session tabled until March.

Marty moved to adjourn the meeting. Stephanie seconded. Motion passed unanimously. Meeting adjourned 7:29 pm.