**Rock Hill Public Library**

**Board of Trustees Meeting Minutes**

**Via Teleconference**

**October 12, 2020**

*Attendees: Marty Harris, Chantal Hoffsten, Laurie Murphy, Connie*

*Schleeper, John Shoulberg, Stephanie Van Stee, Library Director Jennifer Conroy, Susan Hoch, Absent: Ray Malon*

*Meeting called to order at 6:15 p.m.*

**Approval of Meeting Minutes**

Marty made a motion to approve the amended minutes from September 14, 2020 meeting. Laurie seconded. Motion approved unanimously. Two (2) changes were made to the September 14minutes and emailed to Jennifer Conroy for posting and filing.

**Financial Report**

On Revenues and expenses budget vs. actual: under materials, Audiobooks should be zero. The $600.54 should go under books. The funds were for large print books. Danielle reported that the Total Expenses balance sheets were trending about the same – 50%. Under consortium, Jen said that the MALA Delivery expenses (under consortium) look high. She will verify the number.

The Transaction List by Vendor from September 15-30, 2020 total was $3,779.49. The Unpaid Bills Detail as of October 9, 2020 totaled $3,781.89.

**Approval of Bills**

Marty made a motion to approve the Transaction List by Vendor totaling $3,779.49 dated September 15 through September 30, 2020, and the Unpaid Bills Detail as of October 9th totaling $3,781.89. John seconded. Motion passed unanimously.

**Library Directors Report**

Jen reported that the League of Women Voters came to the library to register voters. They sat outside at the picnic tables. Most people were already registered.

Jen also reported that Bill Coleman, the contact for I.T., is keeping an eye out for Chrome Books. The library has a $8,500.00 grant for Chrome Books and has until June 30, 2021 to use the grant.

Laurie suggested looking into optional insurance for patrons for Chrome Books. Go to Facebook/website to view.

The library started “Wind Down Wednesdays,” a yoga class on the last Wednesday of the month. There were origami craft packets for the children to take home.

**Committee Report**

1. Bylaws committee

Chantal still plans send copies of the present bylaws to the committee members.

1. Personnel committee

No report

1. Strategic Planning committee

No report

**Unfinished Business**

1. Update on Manchester Road Easement

Jen reports that all the utility companies have been good about not blocking parking spaces. They might start MODOT in the spring of 2021. They have two (2) years to complete under the terms of the temporary easement.

1. Update on audit

We filed the financial report with the state of Missouri. We have not finished the audit due to many delays. Mike will hopefully come to the November meeting.

**New Business**

1. Rock Hill Board of Alderman appointment recommendation

Marty made a motion to recommend to the Rock Hill Board of Alderman the appointment of Katie Brookes and Karen Shoulders to the Rock Hill Library Board of Trustees retroactive to April 1, 2020. Stephanie seconded. The motion was approved unanimously.

**Adjourned Meeting**

Marty made a motion at 6:46 p.m. to adjourn the meeting to go into an Executive Session. Laurie seconded. Roll call taken – was approved unanimously. The Trustees went into closed session pursuant to section 610.021(3) RSMO to address hiring, firing, disciplining or promoting of particular applicants/employees by the Board, as personal information about applicants/employees is expected to be discussed or recorded.