**Rock Hill Public Library**

**Board of Trustees Amended Meeting Minutes**

**January 11, 2021**

**Via Zoom**

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

*Schleeper, John Shoulberg, Stephanie Van Stee, Library Director Jennifer Conroy, Susan Hoch, Ray Malon, Karen Shoulders, Katie Brookes*

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

**Audit**

Mike Croghan, CPA, presented the annual audit report. Mike noted some difficulties getting the audit in on time (due December 2020) because of COVID. As in years past, due to the library’s size he again noted a lack of segregation of duties. He also raised the issue of some cash receipts totaling hundreds of dollars that were not deposited on a timely basis. They were mainly from fines, copies, and other smaller receipts. Jen said she will be discussing a plan for timely deposits with her assistance Susan.

**Financial Report**

Danielle presented the financial report. She said the library is expected to receive more revenue from the state entertainment tax than usual. She reported that the Real Estate Tax check came through January 2021. Jen said legal fees are over budget due to discussions with the lawyer on items related to COVID and Human Resources related items.

**Unpaid Bills**

Jen said that the bill paid to Govconnection Inc. was for Chromebooks. She bought ten Chromebooks and four laptops. She said the CARES grant will reimburse the library for the computers. The library will also get two hotspots, she reported.

**Library Directors Report**

At Marty’s request, Jen has ordered and received a file cabinet with a lock for the Board’s use. After Board input, Jen will include a separate item on the proposed budget for PPE/COVID related items. Jen reported that the firewall failed. The requirement dates back to 2005 and is obsolete. Jen will investigate a grant that will hopefully cover expenses. We will also need air filters when the library reopens.

Regarding the curbside hours, due to the time Jen and Susan are spending on curbside hours before 2 p.m. opening time, Jen recommended that hours be returned to what they were before. Marty made a motion to return curbside hours to noon to 6 p.m. on weekdays rather than 2 p.m. to 6 p.m. Hours will remain 10 a.m. to 2 p.m. on Saturdays. Susan and Jen will man the hours from noon to 2 p.m. on weekdays. Stephanie seconded. Motion approved. The proposed budget will be brought to the Board in February.

**Unfinished Business**

On November 18, 2020 the Board approved via email a motion reducing the hours of curbside service to 2 p.m. to 6 p.m. on weekdays.

**New Business**

Rock Hill Historical Society donation status

Jen said that Danielle found the $3.332.99 had been deposited in the general fund. Jen will put a line item in the proposed budget for this donation. Chantal suggested the Jen or Marty should contact Donia Hunter about this donation. Chantal suggested that the donation be tracked as restricted equity on the Balance Sheet.

Novus interest in the purchase of the library site

Chantal suggested that we invite Novus to come to the February meeting to present their proposal. Chantal said that with McDonald’s property for lease next door, it’s worth hearing what Novus has to say.

Removal of dead trees in parking lot

Jen had a dead tree removed that had partially fallen on a neighbor’s property. She had some other trees trimmed. Total from Happy Trees and Ron Meyer from public works: $450. Jen was told the library has more dead trees – she is investigating.

**Adjourned Meeting**

Marty made a motion to adjourn the meeting to go into closed session. Karen seconded. Roll call vote taken. 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.

After the closed session, the Board went back into the regular session. Marty made a motion to adjourn the meeting. Chantal seconded – meeting adjourned at 7:43 p.m.