

**Rock Hill Public Library
Board of Trustees Meeting Minutes
September 13, 2021
Via Zoom**

*Attendees: Stephanie Van Stee, Karen Shoulders, Chantal Hoffsten, Katie Brookes, Connie Schleeper, Patrick Long, Susan Hoch, Deb Barry, Danielle Oettle
Absent: Donia Hunter, Ray Malon, Laurie Murphy*

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

Introductions

Stephanie welcomed Patrick Long to the Board.

Approval of Meeting Minutes

Connie moved to approve the June 14, 2021 open session minutes as presented. Patrick seconded. Motion passed unanimously.

Financial Report

The Board reviewed the financial statements as presented by Danielle Oettle. Danielle indicated that the Money Market account balance will go up once she finishes the previous month's reconciliation. Katie entered meeting at 6:25 p.m.

Stephanie asked Danielle about the negative amounts under Accounts Payable on the May 31, 2021 Balance Sheet. Danielle explained that a dating error has been corrected in QuickBooks. Chantal asked why there was no change in the building loan amount on the August 31, 2020 and 2021 Balance Sheets. Danielle reported that she was waiting on the final year-end adjusting entry from the auditing firm Croghan & Croghan.

Approval of Bills

Karen asked about the variance in bill amounts for AT&T on the transaction list from June through August. Susan explained that the contract for the previous rates expired in May. She spoke with AT&T and negotiated a bundle package, and the discrepancy in bills reflects a credit that AT&T posted to the account.

The Board reviewed the paid bills report. Stephanie moved to approve the Transaction List dated June 1 to August 31, 2021 in the amount of \$35,152.49, as well as the Unpaid Bills List in the amount of \$3,614.51 dated September 9, 2021. Karen seconded. Motion passed unanimously.

Danielle also reported that she and Susan have a few final items to give Mike Croghan and that the audit should wrap up in time to meet the September 30 deadline for state reporting. Danielle left the meeting.

Assistant Library Director Report

Susan reported that Happy Tree came last week and removed the dead tree on the Library's back property line. She also reported that the library has received the remaining grant funds to cover laptops. Susan shared that the Consortium will be participating in the Pride event on September 25.

Deb thanked Susan for her tireless work and leadership during the months during which the Library was searching for a new Director.

Deb reported that 50 children and 30 adults participated in the summer reading program, with 2 adults and 2 kids winning prizes. She urged the Board to thank the generous sponsors who donated prizes for the program: St. Louis Cardinals, Nathaniel Reid Bakery, and ArtMart.

Deb shared that the Library has a lot of upcoming programs in the next two months. Two Cooking by the Book segments are planned for October, and the League of Women Voters will help register new voters on September 28 and October 2 at the Library. Patrick Long will be sharing excerpts from his book Ordinary Extraordinary on October 14 via Zoom. The Library has also partnered with Rock Hill's Parks and Rec department to jointly present a Halloween program for younger children at Oakhaven Park on October 26. Dino O'Dell will be the featured presenter.

Committee Reports

Director Search Committee: Stephanie announced that the Committee has found and hired a new Library Director, Erin Phelps. She will start work on September 20, pending background check confirmation.

Bylaws: Chantal shared that she could not find the most recent version of the Bylaws as an electronic file on the Director's computer. Susan indicated that the file is on a computer at the Circulation Desk, and she will send it to Chantal to share with the Bylaws Committee.

Unfinished Business

RFID Project

Susan reported that the Consortium has received approval to have the ARPA grant cover the initial cost of the RFID tags, workstations, staff training, and the first year of licensing. Susan estimates that the ongoing cost after the first year will be roughly \$144/year for licensing, and \$459/year for tags. Staff training is set to occur in October, and the process of retagging the collection will occur in November.

New Business

Juneteenth

Susan shared that some libraries in the MLC are updating policies to recognize Juneteenth as a paid federal holiday for full-time staff. Karen moved to amend the staff policies in accordance with recognizing Juneteenth as a paid federal holiday for full-time staff. Stephanie seconded. Motion passed unanimously.

Rock Hill Fall Festival

Chantal shared that the Board had reserved a booth at the Fall Festival for the Library. Karen confirmed with Erin Phelps to ensure she could attend the festival as the new Library Director to meet the community. Connie and other Board members will donate snacks and water for festival attendees at the RHPL booth.

Staff may work the booth at the festival to register new library users on a voluntary basis. The Board communicated that any staff working the booth will be paid for their time and work. Susan mentioned that Kayla plans to pass out Cardinal water bottles left from the summer reading program to kids signing up for their first library card. Patrick Long offered to donate copies of his book.

The Board of Trustees entered closed session at 6:55 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 7:30 pm.

Chantal asked if the Board would be willing to help organize a special gesture for staff to show the Board's appreciation for all their hard work during the transition without a Library Director. She will contact individual Board members to work out the details.

Stephanie moved to adjourn the meeting. Karen seconded. Meeting adjourned at 7:37 pm.