

**Rock Hill Public Library  
Board of Trustees Meeting Minutes  
April 11, 2022  
Hybrid (In-person/Zoom)**

*Attendees:*

*In-Person: Stephanie Van Stee, Chantal Hoffsten, Laurie Murphy, Erin Phelps, Susan Hoch, Connie Schleeper, Ryan Shortal*

*Zoom: Karen Shoulders, Patrick Long, Danielle Oettle, Diane Madras*

*Meeting called to order at 6:18 p.m.*

**Introductions**

The Board welcomed prospective Board of Trustees candidates Diane Madras, Connie Schleeper, and Ryan Shortal.

**Approval of Meeting Minutes**

Laurie moved to approve the March 14, 2022 open session minutes as presented. Stephanie seconded. Motion passed unanimously.

**Financial Report**

The Board reviewed the financial statements as presented by Danielle Oettle. Danielle shared that a balance sheet comparison with the previous fiscal year shows that the library has a higher cash balance this year compared to last. Danielle also noted that revenue for the FY 2021-2022 was 98.6% compared to budget, with expenses totaling 79.89% of budget. She also pointed out that for FY 2021-2022 expenses were down by over 34% and revenue was down approximately 3% versus FY 2020-2021, mostly because of the easement sale to MODOT in FY 2020-2021.

**Approval of Bills**

The Board reviewed the paid and unpaid bills reports. Laurie moved to approve the Transaction List for March 2022 in the amount of \$2,906.76, as well as the Unpaid Bills List dated March 30, 2022 in the amount of \$27,506.04. Chantal seconded. Erin noted that a large portion of the Unpaid Bills List resulted from a \$13,500 payment to Orange Boy and the mural payment. Motion passed unanimously.

## **Library Director's Report**

### **Strategic Planning**

Erin reported that she contacted the following references for Orange Boy: Steve Potter at Mid-Continent Public Library, Margaret Conroy at Daniel Boone Regional Library, and Cathy Heimberger at St. Louis Public Library. As all provided positive accounts of working with Orange Boy, Erin reported that she finalized the contract with Orange Boy and onboarding has begun. During this process she is working with other MLC libraries to ensure that any shared patron data will be protected. Sandy Swanson is working to schedule stakeholder interviews soon, and Erin will share a spreadsheet identifying community stakeholders with the Board for input. As noted above, the first-year fee of \$13,500 to Orange Boy was paid in the previous fiscal year. The next installment of \$4,000 will be paid during this fiscal year, which is much lower than the original budget line item for strategic planning.

### **Building**

Erin reported that the ballast above the library sign will need to be replaced in order to fix the sign lights. She also noted that the roof repairs performed in March are holding up well despite recent rain. Laurie asked whether the repairs are under warranty. Erin assured the Board that the repairs are warrantied for at least one year. She also reported that Bob Lescher will repaint the picnic tables with the same colors used in the library sign. Erin shared that the contract for the mural with Cbabi Bayoc has been signed and the invoice paid. Work on the mural is tentatively scheduled to begin June 27, pending confirmation of a lift rental.

### **Programs**

Erin reported that attendance for various programs remains strong, with yoga recently pulling in 17 attendees. She shared that staff is finalizing a brochure about the summer reading program, which will be distributed by Hudson Elementary and Givens Elementary the week before the school year ends. The summer reading program will begin with a kickoff event with Babaloo at Oakhaven Park on June 4. Other programming for the summer will include presentations by Missouri Botanical Garden and the Missouri Department of Conservation, as well as Ballet 314, World Bird Sanctuary, and Jeanie Bryan Puppets. Programs are planned for teens as well as adult patrons. Shelley Dieterichs is designing the summer reading logs, which will feature the theme "Oceans of Possibilities." Laurie suggested sharing brochures for the summer programs at Rock Hill City Hall.

### Grants

Erin reported that the several grants are in process for RHPL, and that the final report for the technology grant is due June 20. Some issues surrounding the library version of Microsoft Office have delayed rollout of the new computers. Laurie and Chantal suggested using a discounted non-library version so the project can continue under budget. Erin said she would look into a simpler version for the public computers and a more robust version for the staff to meet the grant budgetary and timeline constraints.

Erin also shared that her application to the Show Me Steps grant was approved. The grant will cover up to 75% or \$1440 of travel expenses to attend the ALA conference in Washington DC, scheduled for the end of June. She is also planning to apply for another grant that would cover up to 90% expenses to attend the MLA conference in Cape Girardeau on June 2-3, 2022. Laurie reminded Erin to track her mileage usage to ensure reimbursement at the federal rate by the library.

Erin reported that the library has received generous donations from the following local businesses for the summer reading program: Nothing Bundt Cakes, Westwood Deli, Webster Groves Aquatic Center, Massage Luxe, Novel Neighbor, Laurie's Shoes, Starbucks, Dierbergs, and Ami's Pizza.

### MLC

Erin reported that a new director for the Richmond Heights library was hired to replace the departing director, who moved to Daniel Boone Regional Library. The new director was previously the assistant director at University City. Erin also shared that the MLC is finalizing the RFID project and will soon activate the RFID software to communicate with circulation software. As of April 8, 2022, RHPL has updated 97% of the 19,000 plus items in collection to RFID chips.

### Staffing

Erin reported that staff were able to attend various virtual sessions of the PLA conference at the end of March. Staff also celebrated National Library Week with lunch on April 5. Erin shared that one application for the summer intern position has been received. RHPL will continue to advertise the position in local newspapers and on social media. Erin noted that she has volunteered as councilmember for the St. Louis Regional Library Network, a professional development organization for local libraries.

## **Committee Reports**

### *Personnel Committee*

Karen will email Stephanie, Laurie and Patrick regarding upcoming tasks for the Director's review by the Personnel Committee.

### *Beautification Committee*

Laurie shared that she and Maud Jeanty spent time setting aside plants from the library's landscaping. She asked the Trustees to salvage any desirable plants since MODOT will demolish the front planting areas of the library soon as part of the Manchester Project. Erin noted she plans to reach out the committee with ideas.

### *Rock Hill History Committee*

Laurie and Karen will coordinate to review and go through the archive files at RHPL. The Board also discussed updating access to official email accounts following the election of new officers last month.

Chantal moved to amend the agenda to address the signatory updates required for Royal Banks. Laurie seconded. Motion passed unanimously.

## **Unfinished Business**

### *Signatory Updates*

Chantal moved that Karen Shoulders, the current RHPL Board of Trustees President, be added as signatory to all accounts owned by Rock Hill Public Library at Royal Banks. Laurie seconded. Motion passed unanimously.

Laurie moved to approve the April 11, 2022 minutes of the motion adding Karen Shoulders as signatory to RHPL's accounts at Royal Banks effective immediately. Chantal seconded. Motion passed unanimously.

Laurie moved to amend the agenda to move to New Business and suspend the Unfinished Business agenda items until later in the meeting. Stephanie seconded. Motion passed unanimously.

## **New Business**

### *Nominations to Board of Trustees*

The Board asked prospective Board of Trustee members to share their background and reasons for joining the Board. Ryan Shortal shared that Laurie Murphy encouraged him to apply to the Board and he is eager for the opportunity to help the library meet community needs, especially in programming. He asked

how Board members can participate in and volunteer for various programs. Erin explained that all library programs are open to all members of the public, and she encourages Board members to volunteer wherever possible. Diane Madras explained that she applied after attending a Book Club meeting. She spoke of her previous board experience and her love of the library. Connie Schleeper explained that work commitments necessitated her resignation from the Board last year. She now has ample time to volunteer and is excited to rejoin the Board.

Chantal moved to recommend Ryan Shortal for approval as Rock Hill Public Library Trustee for a three-year term to begin April 1, 2022 and end March 31, 2025; to recommend Diane Madras and Connie Schleeper each to a two-year unexpired term to end March 31, 2024. Stephanie seconded. Motion passed unanimously. Chantal shared that the City did include Veronica Crowe's appointment on the agenda for the last Board of Alderman meeting. She advised that she will reach out to Jennifer Yackley again to put Veronica Crowe's appointment and the resolution to approve from the April meeting on the next Board of Alderman meeting agenda.

## **New Business**

### *Separation of Bylaws and Library Policies*

Chantal explained the bylaws amendments proposed by the Bylaws Committee, which include separating the staff, public services & collection, COVID, and financial policies from the bylaws themselves. The proposed amendment also updates and reorganizes the bylaws to bring them into compliance with state regulations such as the Sunshine Law.

Chantal moved to hear the motion from Laurie that was tabled at the March 2022 meeting. Laurie seconded. Motion passed unanimously. Chantal read the motion as follows: "Laurie moved to separate the staff, public services & collections, COVID, and financial policies as per the documents forwarded to the Board in a March 10 email. Karen seconded." Karen called for discussion and vote. Motion passed unanimously.

The Board reviewed the bylaws proposed draft. Stephanie asked that the calendar in Appendix A include July and August to show that there are no scheduled board meetings for those months. Patrick pointed out that end of the second paragraph of the Signatories section in Article I should read "as are required to be signed by the Board Secretary/Treasurer." Diane suggested, and the Board concurred, that the title of Appendix A should be changed to read "Twelve Month Board

Deadlines.” Chantal moved to approve the amendments to the Rock Hill Public Library Bylaws as presented and with the discussed revisions to the Signatories section in Article I and Appendix A. Laurie seconded. Motion passed unanimously.

Laurie moved to adjourn the meeting. Stephanie seconded. Motion approved unanimously. Meeting adjourned at 7:43 p.m.