

**Rock Hill Public Library
Board of Trustees Meeting Minutes
June 13, 2022**

Attendees:

In-person: Victoria Crowe, Susan Hoch, Patrick Long, Diane Madras, Erin Phelps, Ryan Shortal, Stephanie Van Stee

Zoom: none

Absent: Chantal Hoffstein, Karen Shoulders

Meeting called to order at 6:16 pm by Stephanie Van Stee.

Introductions: none

Approval of Meeting Minutes

Veronica moved to approve meeting minutes of May 9, 2022; seconded by Ryan.

The minutes were approved unanimously.

Financial Report

The board reviewed the financial statements prepared by Danielle and presented by Erin.

-Questions were raised regarding the timing of property tax money for the recording of the financial flow of the library. The library's fiscal year ends on March 31st.

-Many bills have increased, such as MALA service, however so far this year there is no cause for concern.

-A suggestion was made to perhaps give a monthly summary regarding where the library stands in relation to the budget monthly to give an idea of how the cash-flow is going so we don't end up short at the end of the fiscal year.

-A question was raised regarding balances in the checking and Money Market accounts, is there a reason to have such divergent balances when one gives better interest than the other?

Approval of Bills

The board reviewed the paid and unpaid bills. Diane moved to approve the transaction list by vender dated June 9, 2022 in the amount of \$20700.53. Veronica seconded. Passed unanimously.

Public Presentations

There were no public presentations.

Director's Report

Building

Erin reported that as of today, we are back to full operating hours. 10-7 Monday-Thursday, 12-5 Friday, 10-2 Saturday. She has also hired a new clerk, Oriana Foster, who just started today as well.

MORENet for webhosting – we're making the transition to MORENet this month, and just have to get the domain name services figured out. Since we were already on Wordpress, they're able to port our site over as-is, so we can take our time to consider

whether we want to use their templates. This week we're figuring out how to move the domain name server from Miller Group to either me or MORENet.

MORENet for firewall and AP – MORENet has also provided us with new free service. We've been having trouble with our Wireless Access Points, which are pretty old, and they've had to troubleshoot them a few times since Erin has been here. MORENet has REAL funding subsidy for firewalls and 1 access point, and the equipment and service are all paid for until November 2026. Those should be installed in the next couple of weeks. This will save us \$454/year for the next 4 years on the firewall, and \$300/year for 4 years on the access point support, a total of \$3,016 in savings.

E-rate – we were awarded the e-rate subsidy, which will begin July 1. It will provide us with much faster internet speeds for a smaller monthly payment.

Quote for spigot / plumbers – Ran into the unexpected challenge that in general plumbers are charging a fee just to come out and produce a quote, and not knowing even a ballpark figure of what the cost would be, Erin has been hesitant to commit those funds – though she contacted a plumber (Linek) that Webster Groves PL uses and he provided one free of charge. The cost to install a spigot on a rear wall is estimated to be about \$3800. Erin plans to budget for next year – and in the meantime will install rain barrels and see if that can collect the water we need for our gorgeous garden beds.

Our delivery service with MALA is going to rise this year, due to everything else rising. MLC briefly talked about it but agreed that there's nothing to be done at this time about it.

Strategic Planning

Sandy Swanson has wrapped up her stakeholder interviews and is working on the cardholder survey now, which will go out in the next couple of weeks. They've been providing a ton of help and resources, and regular webinars on how to use Savannah and all its different tools. Kayla is working on learning the messaging feature, which can query and send messages to different types of users (regulars, inactives, digitarians, etc.)

Programs

The summer kickoff went great – we estimate 75 people came! Ryan and Chantal and Stephanie raised \$16 from our booksale, and many many kids danced to Babaloo, guessed if something would sink or float, and signed up for the SRC. We also had our first Books for Babies and Paws for Reading programs, and as of Friday 6-10-22 60 people were registered for the reading program.

Grants

The state library posted their next grant schedule and the technology mini grant is back again this fall. I think I'd like to apply for it for a projection system for this room.

Staff

Maya Thornton, our intern, started June 1 and will be primarily helping Deb with programs and signing up kids for summer reading!

Audit

Erin has reached out to Mike Croghan to get the ball rolling for the audit. He's preparing the lists of what he needs from each of us.

Missouri Public Library Directors Conference

The directors' conference was a great opportunity to meet a lot of MO library folks, hear about some of the things other libraries are doing and experiencing. It was also nice to spend time with the other directors from our area who attended – Kirkwood, University City, and Richmond Heights.

Committee Reports

Beautification committee

Veronica reported that they were 'done!' The committee completed the benches and planters. Unfortunately one of the benches was stolen, so plans regarding the set-up and break-down was discussed. There was general agreement that the space is finished.

Personel committee

No report

Rock Hill History Committee

No report

Communications

Veronica reported that the Kirkwood – Webster Times has reinstated the calendar. Erin has been using them as a conduit for various programs and communications already.

Unfinished Business

Library policies review: I-IV

As a way of continuing policy discussion, the red typing denotes changes that were previously agreed upon, and the green type is the iteration for discussion.

Library Use and Applying for a Library Card

- discussion regarding the 'laundry list' of legally protected characteristics.
- clarification of the types of library cards offered.
- clarification of differences between the identification column and te residency column.

New Business

Erin stated that the additions to the policies is not to be interpreted as confrontational; the additions are meant to be clarifying and also to empower the library staff to have a written document to refer to in the case of their own, or patron, questions.

Use of Volunteers

Patron Behavior

Unattended Child Policy

-Most discussion centered around the 'age of 10' which was borrowed from neighboring library policies. We plan to revisit these policies at the next meeting.

Executive Session

A motion was made by Stephanie to not have an Executive session. The motion was seconded by Veronica and passed unanimously.

Adjourn Meeting

Diane moved to adjourn the meeting at 7:38 p.m. Ryan seconded. Passed unanimously.

*Next Meeting: September 12, 2022 at 6:15 p.m.

In-person and Virtual