

Rock Hill Public Library
Board of Trustees Meeting Minutes
March 14, 2022
Via Zoom

Attendees: Stephanie Van Stee, Karen Shoulders, Laurie Murphy, Chantal Hoffsten, Patrick Long, Erin Phelps, Susan Hoch, Veronica Crowe, Cindy Ormsby

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

Approval of Meeting Minutes

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

Stephanie moved to amend the agenda to hear a public presentation on legal counsel before the Financial Report. Karen seconded. Motion passed unanimously.

Presentation – Cindy Ormsby

Cindy Ormsby from Curtis, Heinz, Garrett and O’Keefe introduced herself to the Board. She shared that her mid-size firm has ample experience representing different sorts of public entities from school districts and municipalities to libraries. They do not require a retainer and all billable hours will be invoiced to the library. Chantal asked about the firm’s primary area of legal specialty. Cindy explained that they are very responsive to client needs and have experience in handling a variety of legal matters from contract and employment law to real estate and constitutional issues. The Board thanked Cindy for coming. Cindy exited meeting at 6:32 p.m.

Laurie moved to amend the agenda to handle New Business items first. Chantal seconded. Motion passed unanimously.

New Business

Nominations and elections of Board of Trustees officers

Laurie moved to recommend Veronica Crowe for approval as Rock Hill Public Library Trustee for a three-year term to begin April 1, 2022. Stephanie seconded. Motion passed unanimously. Chantal advised that she will reach out the Rock Hill City Board of Alderman to put the resolution to approve on the agenda of their next meeting.

Stephanie moved to nominate and approve Karen Shoulders as President of the RHPL Board of Trustees. Laurie seconded. Motion passed unanimously.

After some discussion given the number of current Board vacancies, Laurie moved to nominate and approve Stephanie Van Stee as Treasurer, Chantal Hoffsten as Secretary, and to keep the office of Vice President open until such time that the position can be filled. Chantal seconded. Motion passed unanimously. Karen Shoulders will continue to perform some duties of the Vice President in the interim, including payroll approval.

Separation of Bylaws and Library Policies

Chantal and Laurie presented a new version of the bylaws that would separate the staff, public services & collection, COVID, and financial policies from the bylaws themselves. The proposed amendment to the bylaws also updates the bylaws to bring them into compliance with state regulations such as the Sunshine Law. The Bylaws Committee also added a new appendix that contains an Ethics Statement modeled on the ALA that each Board member would sign.

Chantal and Laurie asked that any revisions or questions be submitted by March 30 to allow ample time to revise and distribute the final bylaws draft ahead of the April Board meeting. Erin will email Veronica a copy of the Bylaws draft to review.

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. Chantal moved to table the motion per the Bylaws provisions for amendment. Laurie seconded. Motion passed unanimously. The Board will discuss and vote on the Bylaws amendment and the motion above at the April 11, 2022 meeting.

Future Board Meeting Location

Laurie moved to adopt hybrid Board of Trustees meetings, both in-person and via Zoom, beginning in April 2022. Patrick seconded. Motion passed unanimously.

Financial Report

Stephanie moved to table the Financial Report until Danielle Oettle can be present next month. Laurie seconded. Motion passed unanimously.

Approval of Bills

The Board reviewed the paid and unpaid bills reports. Stephanie moved to approve the Transaction List for February 1-28, 2022 in the amount of \$10,827.93, as well as the Unpaid Bills List dated March 10, 2022 in the amount of \$2,906.76. Chantal seconded. Motion passed unanimously.

Library Director's Report

Building

Erin reported that the library sign has been painted. She has contacted a new handyman via the Webster-Kirkwood Times to replace the lights above the sign and to clean the fixture covers.

Erin also noted that repairs of the leaks discovered in February are delayed while she waits for bids from local roofing companies. She does not anticipate that the entire roof will need to be replaced, and is confident that patching will fix the leaks. Erin also reported that the library was closed for three full days and two partial days in February due to the frequent inclement weather.

Services

Following recent updates to the CDC guidelines on masking as well as conversations with staff, Erin reported that the library will no longer require masks to be worn by patrons, but will post signage that they are strongly recommended. Erin will continue checking in with staff to ensure that they all feel comfortable with the new policy.

Programs

Erin shared that the summer reading program will begin with a kickoff event including entertainment at Oakhaven Park on June 4 at noon. She encouraged Board of Trustee members to attend and to help with the event. Erin plans to post the job description for a summer teen intern online and in local newspapers beginning in April. Erin reported that virtual yoga and the March 8 Women in Space event were well attended. Patrons have requested additional programming with Jill Allen as well.

Staffing

Erin pointed out that the library will need to hire an additional employee in order to return to full regular hours beginning in June. Additional summer programs are also expected to be organized in-person and outdoors wherever possible. Erin

shared that she is creating a posting for another part-time circulation clerk to cover the additional hours.

MLC

Erin reported that the MLC has moved completely towards Libby, so OverDrive will be removed as an app from the library's services. Erin also shared that the MLC is discussing moving to digital library card applications, which increased during the pandemic. Kirkwood Public Library is looking into how that will impact retention policies.

Unfinished Business

Budget

Erin presented the draft of the 2022 FY budget. She noted that the negative net income grew, in part due to a new Site Improvements expense line and an increase in staffing costs for a new part-time employee. After some discussion, the Board agreed that cutting the Building Repairs expense line and increasing some income lines would balance the budget. Laurie moved to approve the budget as presented, with the following revisions: decrease the Building Repairs expense line to \$7,500, increase Donations income to \$3,000, and increase Grants income to \$2,321. Stephanie seconded. Motion passed unanimously.

Murals

As per the March 8 email (attached below), Erin contacted Cbabi Bayoc and asked if it was possible to expand his original design with more elements that would target our adult patrons. Cbabi agreed and sent an updated proposal to add an image of an adult reading in a chair and another of an adult with a laptop and/or headphones. The new proposal would be \$10,300, to be paid in two installments of \$5,150. Erin and Laurie pointed out this payment plan would allow the library to split the cost over two fiscal years instead of one. Patrick expressed concern over how the Board would approve a final design. The Board agreed that Erin would oversee the mural project and contact the Board if needed.

Stephanie moved to approve the updated mural proposal of \$10,300 provided by Cbabi Bayoc for the east-facing exterior wall of the library building. Laurie seconded. Motion passed unanimously.

Strategic Planning

The Board discussed the three proposals for strategic planning presented at the February meeting. Karen pointed out that one of the proposals was beyond the

library's budgetary means. Several Board members were skeptical of the software platform that Orange Boy suggested using. Laurie asked Erin to share her impressions, since she would be working closely with the firm throughout the process. Erin pointed out that the software platform would actually allow the library to tailor the strategic planning process in a data-driven way. She also highlighted Orange Boy's experience in handling strategic planning for over 200 libraries. The Board concurred and Patrick recommended that Erin check references from other local libraries that have worked with Orange Boy.

Stephanie moved to approve the proposal from either Orange Boy or the Rome Group pending positive references. Karen seconded. Motion passed unanimously.

Veronica, Erin, and Susan departed at 7:55 p.m. Stephanie moved to adjourn to closed session. Laurie seconded. Roll vote passed unanimously.

Board entered open session at 8:05 p.m. Stephanie moved to adjourn the meeting. Laurie seconded. Motion approved unanimously. Meeting adjourned at 8:05 p.m.

From: Erin Phelps

Sent: Tuesday, March 8, 2022 12:24 PM

To: stephanievanstee@gmail.com; karen shoulders; Laurie Murphy; Chantal Hoffsten; PatrickP@PatrickPLong.com

Cc: Susan Hoch; Danielle Oettle

Subject: Mural proposal

Hello!

Hope your Tuesday is going well! I wanted to get some feedback from you on the mural project plans - I think I have an exciting solution to our talk at the last meeting. What I heard was an agreement that many of us liked Cbabi Bayoc's artwork but are looking for something that would more directly identify us as a library and that we serve all ages. I brought that to Cbabi and we talked about adding a couple more figures to the mural - one of perhaps an adult reading in another chair, another of someone on a laptop or with headphones. He understands the vision and what we'd like to convey and wants to tackle the project. Attached is an updated invoice, which includes the lift rental and priming the wall in preparation and now runs to \$10,300. Half would be due at the signing of the agreement - which could actually work out great for us, if we are willing/able to commit this month. The Board could vote to reallocate \$5,150 from this fiscal year from Building Repairs to Site Improvements, and then FY23 would have a matching amount in that category, and the cost would be spread over the two fiscal years rather than all at once.

Let me know what you think, and if you think we need to wait until Monday for a full discussion. He's available end of June/early July. This is super exciting, and I really do think his joyful, colorful work matches so well with the place I see for us in the community!

Thanks and best,
Erin

Erin Phelps

Director

Rock Hill Public Library

314.962.4723

<https://www.rockhillpubliclibrary.org/>



cbabi bayoc originals llc
3407 south jefferson avenue
saint louis, mo 63118
314.452.8339



INVOICE

INVOICE #RHIL0308
DATE: MARCH 8, 2022

Rock Hill Public Library
c/o Erin Phelps
9811 Manchester Road
St. Louis, MO. 63119
314-962-4723

FOR:
36"x48" Archival Print on Art Paper

DESCRIPTION	AMOUNT
Unconventional Mural in 34'x18' Space	\$9,500.00
Wall Priming	\$500.00
Equipment Rental- 1 Week	\$300.00
Total	\$10,300.00
Amount due to execute agreement and secure start date	\$5,150.00
BALANCE DUE by June 10, 2022	\$5,150.00
TOTAL DUE NOW	\$5,150.00

Remit payment to Cbabi Bayoc Originals

Cbabi Bayoc Originals
3407 S Jefferson Ave
St. Louis, MO 63118

EIN: 83-3184189

Terms: Deposit Due upon receipt. Quoted amounts expire in 30 days from invoice date.