

**Rock Hill Public Library  
Board of Trustees Meeting Minutes  
May 9, 2022  
Hybrid (In-person/Zoom)**

*Attendees:*

*In-Person: Stephanie Van Stee, Chantal Hoffsten, Laurie Murphy, Veronica Crowe, Diane Madras, Ryan Shortal, Erin Phelps, Susan Hoch*

*Zoom: Patrick Long, Danielle Oettle*

*Absent: Karen Shoulders*

*Meeting called to order at 6:15 p.m. Due to President's absence, Secretary presiding.*

**Introductions**

Chantal announced that the City of Rock Hill approved the appointment of Veronica Crowe, Diane Madras, Ryan Shortal and Connie Schleeper to the RHPL Board of Trustees. She also shared that Connie Schleeper has stepped down from the Board due to scheduling issues.

**Approval of Meeting Minutes**

Diane moved to approve the April 11, 2022 open session minutes as presented. Stephanie seconded. Motion passed unanimously. As Danielle was not present, Chantal moved to table the Financial Report and the Approval of Bills to later in the meeting. Stephanie seconded. Motion passed unanimously.

**Library Director's Report**

*Building*

Erin reported that the lights above the library sign were replaced last month. Some exterior lights as well as a malfunctioning light sensor were also replaced. She noted that the premium for the library's business ownership insurance policy increased by nearly 27%. She has contacted the library's broker at Risk Strategies (previously Daniel & Henry) to ask for some competitive quotes from insurance carriers.

*Strategic Planning*

Erin reported that stakeholder interviews with the Orange Boy representative are set to begin in the next few weeks. She also stated that the process of populating the Savannah software platform with patron data has begun. She shared some very preliminary usage reports with the Board, future versions of which should also contain active user data. Erin plans to meet with Sandy Swanson in the next weeks to get more training on how to use the software to pull various reports. Laurie asked whether non-traditional collection items (telescopes, etc.) were being tracked. Erin assured her they were. Veronica asked if the software tracks non-RHPL items. Erin shared that the software tracks all items that pass through RHPL, both from our collection and those of partner libraries.

*Mural*

Erin confirmed that installation of the mural will begin the week of June 27. The library will receive the next draft for revision and review from Cbabi Bayoc by June 6.

### Programs

Erin distributed copies of the summer reading program brochure to the Board, including an insert on the kickoff event with Babaloo at Oakhaven Park on June 4. The brochure includes a calendar of program events for the summer, as well as recognition of the local businesses that donated. Erin also requested for Board Trustees to attend the kickoff, and asked for volunteers to help run a book sale during the event. Chantal, Stephanie and Ryan offered to help.

### Schools

Erin reported that the library recently coordinated with the second-grade teachers at Hudson Elementary to provide library card kits and information to their students. Through this effort all of the second-grade students at Hudson have signed up for library cards at RHPL. Deb will visit Hudson on May 11 to spend time with the school librarian and share information about the summer reading program with the students. Erin and Deb also plan to attend an outdoor event at Givens Elementary on May 13 to promote the summer reading program to students. Diane suggested coordinating outreach to local schools with Oasis.

### Grants/Donations

Erin reported that the computers for the technology grant are up and running. She shared that the library ended up purchasing the necessary Microsoft Office licenses from the original vendor instead of TechSoup. Erin will gather data on usage over the next month in time for her to compile a final report by the end of June. RHPL has received 50% of the summer reading grant funding to date, as well as approximately \$1,100 in state aid.

Erin also shared that Ray Meyer at Royal Banks organized a book drive and donated several items to the RHPL ahead of his retirement from the bank. Erin also noted that the library will allow small outside groups to use library space for in-person events beginning in June.

### MLC

Erin shared that all of the final documents have been signed and the reciprocity agreement is in effect between the MLC and the Scenic Regional and Jefferson County library systems. An MLC committee tasked with monitoring the effectiveness and performance of the ILS system will do a survey of other platforms for comparison with Polaris in the coming months.

Danielle entered the meeting at 6:35 p.m.

### Staffing

Erin reported that the new circulation clerk position has been posted and she will continue to advertise it locally and on social media. The additional staff will allow the library to return to normal operating hours beginning June 22. Interviews for the summer intern position are also underway, which will be covered by a portion of the summer reading grant.

Erin commended the staff for their stellar work in the past months. She praised Susan Hoch's diligent and timely handling of cataloging, especially given the large number of grant-funded items that have come in. Erin also complimented Deb Barry and Kayla Platoff for their creative

and capable development of programming for the summer reading program, as well as Kayla's excellent design work on the summer reading brochures and flyers. Erin praised Olivia Knoesel for leading and organizing the Mystery Book Club throughout the uncertainty of the pandemic. The Board recognized and applauded the hard work and dedication that the library staff has shown over the last two years through so much change and adversity.

### MOREnet/Web Hosting

Erin presented the possibility of changing web hosting services from the Miller Group back to MOREnet. Currently the Miller Group charges \$200 per year for web hosting, plus additional fees for service help on an as needed basis which usually total \$600 during the course of a typical year. Erin pointed out that while MOREnet costs \$40 per month, all support is included, so the cost is cheaper per year than the Miller Group. Chantal explained that the shift to the Miller Group occurred years ago when the Missouri state budget was more uncertain in terms of subsidizing MOREnet service for libraries and schools. The Board agreed that switching back would be fine, and well within the normal purview of the Library Director's oversight.

### **Financial Report**

The Board reviewed the financial statements as presented by Danielle Oettle. Danielle shared that revenue as of end of April 2022 is currently 1.25% of budget, and 6.6% higher than the previous fiscal year. Expenses for the same period total \$21,581.14 and are approximately 5.76% of budget, showing a \$16,624.37 increase compared with last year. The increase is due primarily to a rise in materials, consortium expenses, and payroll since the library had a vacancy in the Library Director position at the time. Ryan asked about the budget for the Beautification Committee. Erin pointed out that the \$7,000 budgeted for Site Improvements/Landscaping also includes approximately \$5,150 for the mural, leaving around \$1,850 for other work around the building. Laurie also noted that the budget could be amended, as unexpected repairs or expenses may emerge.

### **Approval of Bills**

The Board reviewed the paid and unpaid bills reports. Laurie moved to approve the Transaction List for April 2022 in the amount of \$7,224.45, as well as the Unpaid Bills List dated May 9, 2022 in the amount of \$3,206.05. Diane seconded. Motion passed unanimously.

### **Committee Reports**

#### *Beautification Committee*

Laurie shared that the committee met before the Board meeting to tour the building and discuss short-term and long-term goals. Ryan has volunteered to paint the outside picnic tables. The committee plans to drill holes and install umbrellas to provide shade and encourage use of the outside tables. Erin also suggested the installation of some kind of ground/surface covering behind the building to make it easier to use for programming.

#### *Personnel Committee*

Laurie and Stephanie reported that the Committee is still in the midst of performing the Library Director's review. Staff and Board surveys have been distributed. Erin is waiting for the Committee to send her what she will need to complete as part of the process.

### *Rock Hill History Committee*

Laurie asked for volunteers to help sift through the library's records to decide what should be sent to the archives at UMSL. Ryan suggested that the Committee could scan certain documents to create an electronic record before sending them.

### **Communications**

Erin reported that a patron recently dropped off a thank you basket for staff. She shared a note from the patron thanking the RHPL staff for their great work and their kindness.

### **Unfinished Business**

#### *Library Ethics Statements*

The Board reviewed and signed the Library Ethics Statement for Trustees. Stephanie asked if there was a procedure for handling potential conflict of interest. Laurie pointed out that the signed statement requires Trustees to approach the Board if there is the possibility of a conflict of interest. Chantal noted that the state statutes surrounding this expressly prohibit Trustees from using their position for personal gain, financial or otherwise. This also extends to family members as well as business interests. All Board Trustees present signed and returned the forms to Erin. Chantal and Erin will coordinate on where to file the Ethics Statements.

### **New Business**

#### *Personnel Policies Review*

Erin pointed out that the new calendar requires the Board to review Personnel Policies in May. The Personnel Committee will review them to see if there are any recommended changes.

#### *Library Policies Review: Public Services*

Erin presented proposed changes to the public services portion of the RHPL library policies covering library use, library card application, hours of operation, responsibility for materials, and fines. Erin explained that the revisions aim to reflect actual practices in a consistent way and to follow best practices.

Laurie raised concerns regarding the requirement to show a photo ID as proof of identification when applying for a RHPL library card. She pointed out that this would set a more stringent bar than the state's current voting requirements. Erin noted that the proposed changes are a softened version of what Ferguson requires for library cardholders. Chantal suggested that perhaps applicants lacking a photo ID could provide two separate pieces of proof of residency. Erin will revise and resubmit the policies for review in June. Chantal and Stephanie asked that the anti-discrimination statement be amended to include that RHPL does not discriminate on the basis of sex and/or gender.

Chantal moved to adjourn to closed session. Laurie seconded. Roll call vote approved unanimously. Meeting adjourned at 7:27 p.m.

Board entered open session at 7:47 p.m. Chantal moved to adjourn the meeting. Diane seconded. Motion approved unanimously. Meeting adjourned at 7:47 p.m.