

**Rock Hill Public Library
Board of Trustees Meeting Minutes
September 12, 2022**

Attendees:

In-Person: Karen Park, Stephanie Van Stee, Chantal Hoffsten, Patrick Long, Diane Madras, Ryan Shortal, Erin Phelps, Danielle Oettle, Susan Hoch

Absent: Laurie Murphy, Veronica Crowe

Meeting called to order at 6:18 p.m. Roll call and introductions.

Approval of Meeting Minutes

The Board reviewed the minutes from the June 13, 2022 meeting. Chantal pointed out a typo on page 3 and corrected the spelling of her last name. Stephanie moved to approve the June 13, 2022 open session minutes with the proposed corrections. Diane 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 this fiscal year to date was up compared to the previous fiscal year, in large part due to numerous grants that Erin obtained for the library. Danielle also pointed out that expenses are up by 65.18% as compared to last year. She noted that the vacancy in the Library Director position last year accounts for this increase. Chantal asked about the increase in insurance expenses this year compared to budget. Erin and Danielle said that premiums increased due to claims the library made last year and inflation.

Approval of Bills

The Board reviewed the paid and unpaid bills reports. Chantal moved to approve the Transaction List for June 14 through August 31, 2022 in the amount of \$41,727.67, as well as the Unpaid Bills List dated September 9, 2022 in the amount of \$3,605.28. Diane seconded. Motion passed unanimously.

Budget Amendment Proposal

Danielle presented the board with a proposed budget amendment to balance the budget, which currently shows a deficit of almost \$3,000. As the initial payment for strategic planning was made before the close of the previous fiscal year, the budget amendment proposes to lower the budget for strategic planning to \$4,000. Since this adjustment would lower overall expenses by \$9,500, it would result in a surplus of \$6,500 in the budget. Chantal asked that the budget amendment show a net income of zero. Erin and Danielle will allocate the additional funds in the budget before presenting a final budget amendment proposal at the October 10 board meeting.

Library Director's Report

Building

Erin reported that the mural was completed in June, and was positively received by the community and surrounding neighbors of the library. She shared that the City of Rock Hill requested permission to use a photo of the mural on the cover of their 2023 calendar. Rain barrels were installed in the patio behind the library in July, as well as benches and planters made by Veronica's brother. Erin filled the planters with mums for the fall and will consult with Ryan on plantings for the spring. The library's HVAC check went well.

Webhosting for the library was moved to MOREnet in July, with minor hiccups in access to the website. MOREnet also installed new wifi access points and a new firewall in August using funding from REAL subsidies, which will cover the cost of equipment and service through 2026. Erin also reported that the library will be moving telephone service from AT&T to Charter following a large increase in AT&T fees. The cost for 3 phone lines with Charter is \$29.99 per line for the first twelve months, rising to \$39.99 each after the first year. Charter will waive the installation fee, and the switch will go into effect on September 13, 2022.

Strategic Planning

Erin has continued meeting with the representatives from Orange Boy on a weekly basis. The survey sent to library patrons in July received 246 responses, a number of which were from patrons who no longer use the library. The survey identified that knowledge and convenience of the library's hours were the biggest issue. Nearly 65% of respondents would prefer more email communications from the library. Erin noted that the Savannah software platform will allow the library to target key demographics in emails. Orange Boy will present its findings to the Board on October 5 at 5 p.m.

Programs & Collections

The summer reading program was very successful, and attendance and use of the library increased significantly compared to the summer of 2021. Storytime in the Park was very popular, as were the Paws for Reading evenings and the Take & Make kits for children and teens. Two planned programs did not occur as scheduled: Jeannie Bryant passed away, and the Sustainable Gardening program was rescheduled for early September. During the summer, Olympia Gym camps came every Monday to attend Storytime and to check out books.

The library has also begun offering a new knitting/crocheting program called Over Yarnder with Deb and Oriana. Other programs for the fall include Scrabble, a weekly STEM club, Books for Babies, the Mystery Book Club, Virtual Yoga and Make & Take kits. The library will also continue to partner with Givens Elementary and Hudson Elementary schools to offer library cards to K-5 students. The library will be participating in the city-wide garage sale on Saturday, September 17 from 8-11 a.m. Erin reported that the library staff has begun the process of reorganizing the adult fiction collection into genre-specific sections.

Grants/Donations

Erin shared that funds have been spent and final reports have been submitted for the LSTA technology mini-grant, as well as for the professional development grants to attend the ALA and the Missouri Library Director's conferences. The final report for the summer reading grant

will be submitted this week. Erin reported that donations from local businesses for the summer reading program totaled \$2,257.25. Erin also announced that the Missouri Legislature recently approved full funding for per capita state aid (\$3,400) as well as the state entertainment tax (\$4,500).

Staffing

Erin shared that Kayla Platoff resigned in early August, and Olivia Knoesel announced her retirement this summer. Oriana Foster has been hired as a new circulation clerk, and Olivia generously postponed her retirement to give Erin more time to find a replacement. Erin announced that she has just hired Maddie Jerritt as a circulation clerk, and Randi Carter for the circulation clerk/marketing position. The summer intern finished her internship in August.

Audit

Erin reported that documents for the audit were submitted to Croghan & Croghan using their secure web portal in mid-July. Mike Croghan estimates that the remaining fieldwork and audit will be completed in the next three weeks. He will present the audit findings to the board at the October 10 meeting.

Conferences

Erin shared that the ALA conference in D.C. was focused on DEI in the library world, especially in terms of programs, collection development, and board demographics. In particular, she attended a panel on marketing for small libraries, which she plans to incorporate into RHPL's marketing plan. Erin also noted that the Webster-Kirkwood Times featured the library's mural and summer reading events in several articles over the summer, including a thank you letter she sent to the editor.

Danielle left the meeting at 7:03 p.m.

The Board thanked and commended Erin and the staff for their hard work, dedication, and for program expansion over the past few months.

Committee Reports & Communications

None

Unfinished Business

Library Policies Review

Erin announced that a review of some library policies will be postponed until the October 10 meeting due to time constraints.

Election of Vice President

Karen reviewed the duties of the Vice President with the Board. Ryan expressed interest in serving as the Vice President. Diane moved to nominate Ryan Shortal as Vice President. Stephanie seconded. Motion passed unanimously.

New Business

Offsite File Storage

Erin proposed that the library will need to start looking for offsite storage due to limited space in the library building, as well as the need to better utilize the conference room. After some discussion, the Board requested that 3 competing bids be presented, and that the facility have climate control to protect the records that would be stored there. Patrick suggested contacting other MLC libraries to ask about storing records in their buildings. Diane suggested contacting City Hall to see if the city would be willing to provide some storage space, especially since some of the records pertain to Rock Hill history.

Rock Hill Fall Festival

Erin reported that the city contacted her to confirm that we have a booth for the Rock Hill Fall Festival on October 1. The President and/or the Vice President will coordinate with Board members to ensure coverage for a shift from 12-4 p.m.

Collection Development and Reconsideration Policies

Erin shared that a non-resident patron, who is not a RHPL cardholder, recently approached her to challenge a teen graphic novel on the grounds that the material is inappropriate for children. Erin did not remove the graphic novel from the collection, but did move the teen graphic novel section away from the juvenile fiction and graphic novel section.

In light of the recent passage of SB775 by the Missouri Legislature, Erin reviewed the library collection policies and the process by which members of the public can request reconsideration of library material (attached below). The Board discussed the wording of the legislation, and agreed that some of the terminology and definitions were unclear, and applied to primarily visual material. Erin explained that all requests for reconsideration are carefully reviewed with an eye to literary merit, representation, place in the canon, and place in the collection. The Board will continue to support access to materials in the broadest sense possible, and Erin will look over the collection policies to see if any revisions are necessary. The Board also offered to release a statement on our collection policies if needed.

Diane moved to adjourn to closed session. Ryan seconded. Roll call vote approved unanimously. Meeting adjourned at 7:46 p.m.

Board entered open session at 8:17 p.m. Stephanie moved to adjourn the meeting. Chantal seconded. Motion approved unanimously. Meeting adjourned at 8:18 p.m.

Library Collection

Book and Material Selection

The Rock Hill Public Library subscribes to the Library Bill of Rights (Appendix B) and to the Statement of Freedom to Read (Appendix C), see attached.

All selection and withdrawals shall be under the jurisdiction of the Library Director. Selection of the books must be done carefully, always keeping in mind that a proper balance between the various categories to be maintained. Good judgment and discretion should be used in presenting both sides of controversial issues. The library uses professionally recognized book selecting tools for collection development and purchases award winning juvenile and adult books.

All library patrons should be encouraged to request books for purchase and procedures should be established to provide a channel for such requests.

Request for Reconsideration of Materials

Rock Hill Public Library welcomes comments and suggestions regarding the continued appropriateness of materials. All public suggestions will be considered in the ongoing process of collection development.

Individuals may take issue with library materials that do not support their tastes and views. Staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion with staff, a formal, written request for consideration of materials may be submitted to the Library Director. Copies of this form are available at the reference desk or from the Director's office.

The Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or subject covered by the material. No materials will be knowingly added to the library collection that have been previously determined to be in non-compliance with local laws.

For a request for reconsideration to be considered, the request must be in writing and state the item subject to objection and the reason for the objection. The patron submitting the request must be a resident of Rock Hill and hold a valid borrower's card. The Director will respond, in writing within thirty days of receipt, to the patron's request for reconsideration. The response will indicate the action to be taken and reasons for or against the request. An item will only be evaluated for reconsideration once in a twelve-month period.



Request for Reconsideration of Materials

If you wish to request reconsideration of library materials or resources, please complete and return this form to Library Director, Rock Hill Public Library, 9811 Manchester, Rock Hill, MO 63119.

The Rock Hill Public Library will consider material requests from residents of Rock Hill who are current Rock Hill Library card holders.

Name_____

Address_____

Phone_____

Is this request made on behalf of:

Yourself?_____

An Organization?_____ Name of Organization_____

1. Resource on which you are commenting:

TITLE:_____

AUTHOR/PRODUCER:_____

Book_____ Video_____ Magazine_____ Library Program_____

Newspaper_____ Display_____

2. What brought this resource to your attention?

3. Have you read, listened to, viewed, or examined the whole resource?

4. What concerns you about the resource? Please be specific, cite page numbers where applicable. (Use the back of this form if more space is needed)

5. What of value is there in the work?

6. Are you aware of reviews of the work by critics?
7. What do you believe is the purpose or theme of this work?
8. What do you feel might be the result of reading, listening to, or viewing this work?
9. Are there other resources you could suggest that might provide additional information and/or other viewpoints on this topic?

Signature_____ Date_____

Thank you for your interest in the collection of the Rock Hill Public Library.
A staff member will contact you.