

**Rock Hill Public Library  
Board of Trustees Meeting Minutes  
February 13, 2023**

*Attendees:*

*Zoom: Karen Park, Stephanie Van Stee, Chantal Hoffsten, Patrick Long, Veronica Crowe, Erin Phelps, Susan Hoch, Danielle Oettle, Maggie Kehm*

*Absent: Ryan Shortal, Laurie Murphy, Diane Madras*

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

**Introductions**

The Board welcomed prospective board candidate Maggie Kehm.

**Approval of Meeting Minutes**

The Board reviewed the minutes from the January 9, 2023 meeting. Stephanie pointed out that the year should be amended to 2023. Stephanie moved to approve the January 9, 2023 open session minutes as amended. Veronica seconded. Motion passed unanimously.

**Financial Report**

The Board reviewed the financial statements as presented by Danielle Oettle. Danielle noted that current actuals are on trend with the budget. Revenue is at 103% of budget, and expenditures are on track at 81% of budget. Danielle reported that tax revenue has come in higher and sooner than anticipated. Danielle also pointed out that tax revenue is 7% higher compared to the previous fiscal year, as are all income categories. Expenses are up by \$73,000 over last year, due in large part to staffing vacancies last year and lingering effects of the pandemic. In particular, she noted that materials and program expenses are higher this year since the library was still closed for part of last year.

**Approval of Bills**

The Board reviewed the transaction report and unpaid bills detail. Chantal moved to approve the Transaction List for January 2023 in the amount of \$5,067.21, and the Unpaid Bills Detail dated February 10, 2023 in the amount of \$1,522.29. Karen seconded. Motion passed unanimously.

**Library Director's Report**

In the interest of time, Erin emailed her Director report to the Board ahead of the meeting. Erin reported that the building is in good shape and the annual HVAC checkup went well. Randi is busy working on developing a film series for adult patrons. Erin shared that preparation for the summer reading program is underway and several major community sponsors will be participating this year, including the Magic House and the Alpine Shop.

Erin shared that she continues to work with the City of Rock Hill on constructing a story trail, and expects to hear news on her application for an IMLS Spotlight on Literacy grant in the coming weeks. Erin also reported that a successful percolation test was performed on library

property and the MSD project manager plans to visit the library in mid-March for further evaluation. Erin plans to solicit competing bids for the permeable paver work in order to complete her grant application for this project. Chantal asked if the budget for the MSD grant and corresponding expenses were in the proposed budget. Erin assured her they were. Erin also reported that the MLC was currently in the middle of their own budget process, and costs were expected to increase for next year.

Karen asked Erin about the reason behind a recent increase in new patrons to the library. Erin explained that the expanded hours, better outreach, and more consistent communication has helped bring in new patrons to the library.

### **Committee Reports**

*None*

### **Communications**

Erin shared that a young patron has written a book about how much she loves the library and the new mural. She has donated the book to the library, where it is currently on display at the front desk. Erin plans to make the book part of the library's collection.

### **Unfinished Business**

#### *Library Services Policies Review: Items I-VI*

Erin presented the updated proposed revisions to library policies I-IV (Public Services) and V-VI (Use of Volunteers and Patron Behavior in the Library). She pointed out that she simplified some of the language by moving specific details to a procedures manual for the staff to use. Erin also added provisions to allow the library director some discretion making exceptions under special or unusual circumstances.

On behalf of Laurie, who was absent for this meeting, Chantal asked if non-resident business owners would be covered under the term 'taxpayer.' Susan and Erin both confirmed that business owners who are not residents would be eligible for a library card. Chantal moved to approve the proposed updates to Library Services Policies I-IV and V-VI, as presented by Erin. Karen seconded. Motion passed unanimously.

### **New Business**

#### *FY23 Budget Expenses*

Erin requested permission from the board to purchase a computer, scanner, and software to create a small digital memory lab for the library. The lab would be set up near the archive display cabinet and would be available for patrons to scan and transfer photographic or archival documents. The library would also use the lab to help construct its own digital bank of library archive materials. The cost of an iMac computer, a scanner and Adobe software would total approximately \$3,400. Erin noted that the budget has a surplus of \$1,700 under Computer Hardware and \$2,800 under MOREnet, which would cover the cost of the lab.

Erin also requested that the library install a bottle filler attachment for the water fountain. The attachment would cost \$800, plus \$351 for installation. Veronica questioned whether there

would be a demand for a water bottle station. Erin assured there would be, and that the library does allow drinks in covered containers. Erin noted that library has nearly \$4,600 in unspent funds under Building Repairs, and \$1,131 under Site Improvements/Landscaping.

Karen moved to the approve the expense of \$3,400 per Erin's proposal for a digital memory lab. Stephanie seconded. Motion passed unanimously. Karen moved to the approve the expense of \$1,151 per Erin's proposal for a water bottle attachment for the water fountain. Stephanie seconded. Motion passed unanimously.

#### FY24 Budget Proposal

Danielle and Erin presented a preliminary draft of the FY24 budget, which shows a -\$31,611 net income. Danielle pointed out that tax revenue was significantly higher this year, and that next year would be an assessment year for St. Louis County. She suggested adjusting the project amount for real estate tax up to \$370,000, which reduces the deficit to -\$6,611.

Chantal asked Erin and Danielle where they feel they could make cuts or increase income to balance the budget to zero. Danielle suggested that interest income could be increased slightly, and Erin noted that the grants income line may go up if she received the story trail grant. She also suggested exploring more affordable options for the annual audit, as our cost has continued to rise. Danielle noted that the audit profession is in crisis due to staffing shortages, so it may not be easy to get bids. Chantal asked if the budget includes the projected increase to MLC line items. Erin will increase to budget items, and will work with Danielle to produce a balanced budget for next month.

#### Exhibit Reception

Erin shared that she plans to host a reception at the library next month to celebrate the history preservation work the library has done, including our display cabinet and memory lab. She is also remounting and framing a posterboard with historical pictures of Rock Hill. She plans to invite city officials, patrons, and members of the Fairfax commission that generously donated to the library in 2012. Karen pointed out that the Webster Groves School District will be on spring break the third full week of March. Erin will plan the reception for March 16 and encouraged all board members to attend.

Patrick asked Erin for an update on a prospective board candidate. He shared that she plans to apply for the Board, so Erin will follow up with her. Erin, Susan and Maggie exited meeting at 7:28 p.m.

Karen moved to enter into closed session pursuant to Section 610.021(3) RSMo. to address hiring, firing, disciplining or promoting of particular applicants/employees by the Board as personal information about employees or applicants is expected to be discussed or recorded. Chantal seconded. Motion passed unanimously via roll call vote. Board entered closed session at 7:29 p.m.

Board entered open session at 7:40 p.m. Chantal moved to adjourn the meeting. Stephanie seconded. Motion approved unanimously. Meeting adjourned at 7:41 p.m.