

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

Attendees:

In-Person: Karen Park, Ryan Shortal, Chantal Hoffsten, Patrick Long, Laurie Murphy, Erin Phelps, Susan Hoch

Zoom: Diane Madras, Stephanie Van Stee

Absent: Veronica Crowe, Danielle Oettle

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

Approval of Meeting Minutes

The Board reviewed the minutes from the February 13, 2023 meeting. Karen moved to approve the February 13, 2023 open session minutes as presented. Patrick seconded. Motion passed with the following voting yes: Karen, Ryan, Chantal, Patrick and Laurie. Diane abstained.

Financial Report

The Board reviewed the financial statements as presented by Erin Phelps due to Danielle Oettle's absence. Diane asked about two Amazon purchases on the Transaction List. Erin explained that Amazon ended its practice of extending public libraries a business line of credit in January. The first bill is from January, the second bill is the monthly invoice from February. Laurie pointed out that the percentage for net income on the Budget vs Actuals report and on the total insurance expense line in the Revenue vs Expenses Previous FY Comparison report are incorrect. Erin will ask Danielle to correct the formulas to ensure the final reports for this fiscal year show the correct percentage.

Approval of Bills

The Board reviewed the transaction report and unpaid bills detail. Laurie moved to approve the Transaction List dated February 4, 2023 in the amount of \$7,719.86, and the Unpaid Bills Detail dated March 9, 2023 in the amount of \$5,329.92. Diane 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 water bottle filler attachment has been installed and has elicited positive feedback. Erin shared that Summit Electric will be fixing the exterior light by the staff door. She also contacted MODOT to start the process of installing library signs on Manchester.

Erin reported that Bill Coleman from University City Public Library helped install the Memory Preservation lab. She has tested the scanner and demonstrated the lab setup to the Board. Laurie asked about the cataloging system and Erin noted that a filing system will be developed once staff is trained and after the soft opening later this week. Erin also shared that OverDrive will no longer be available after May 1, 2023. Patrons are encouraged to switch over to the Libby app. She noted that the library plans to not renew Creative Bug, a crafting app from 2020

that is unused by patrons. Erin reported that the Winter Reading program went well and had high participation.

Erin shared that the library's IMLS Spotlight grant application was almost entirely funded. She explained that the library will deconstruct and laminate books to mount them on placards throughout the park trail. Participants will have an activity sheet, and will receive a survey to complete at the end of the trail. The first trail will open at Oakhaven to coincide with the kickoff event for the summer reading program on May 20, 2023. Story trails will be installed for two months at a time, and will circulate among five parks in Rock Hill. Laurie asked if the publishers object to cutting up their books. Erin explained that the publishers are fine with deconstructing the books as long as they are not digitized or altered in any way. Erin also reported that the library was awarded a grant to fund STEM kits that would tie problem-solving activities with books. The kits will be available for checkout by patrons.

Erin shared that the MSD project manager has visited the library along with two representatives from Missouri Botanical Garden (MOBOT) to evaluate the outside area for permeable paver work. Gabriel Keevan of Side Lot Farms will create a design that the library can use to get comparable bids for the work ahead of applying for the MSD grant. The design work will cost about \$600. Laurie asked about contacting MOBOT to recruit expert help in managing the library's landscaping. Erin mentioned that the MOBOT representatives pointed out that including landscaping of surrounding areas may help with the MSD grant application. Erin also reported that the library has now spent all of the funds from the Fairfax Restoration commission donation on programs and items to help promote Rock Hill history, including African American history and local socioeconomics.

Chantal asked Erin about the community stakeholder phase of the strategic planning process. Erin agreed that the next step would be to form a committee of Board trustees, staff, and community representatives to begin work on the community stories identified by OrangeBoy. After some discussion, Stephanie, Patrick, and Diane volunteered to serve on the committee. Chantal noted that she would be happy to serve on the committee as a community stakeholder since she will be stepping down from the board at the end of the month. Karen will ask Jennifer Yardley for recommendations of community members who might want to participate, and Erin will talk to the staff. Chantal noted that the staff might be a great source for determining which story to begin with, since they are more connected with patrons in their day-to-day work. Laurie asked Erin to advertise some of the library apps on the website and social media.

Committee Reports

Rock Hill History Committee

Laurie reported that Donia Hunter plans to attend the history event planned for March 16, 2023, and that Randi has been hard at work on displays for the event. She noted that while the funds have been spent, the committee still has important work to do.

Beautification Committee

Ryan reported that the patio benches will need to be repainted and sealed since the paint is peeling. Erin shared that the tulip bulbs she planted are beginning to emerge. Laurie asked if

the construction crews plan to raise the drains to be level with the parking lot since they appear to be sunken. Chantal suggested that Erin reach out to her contact with the Manchester project to ensure that the drains are fixed before they move on.

Communications

None

Unfinished Business

FY24 Budget

Erin presented the updated budget proposal for FY 24, which contains a balanced budget. Laurie asked about the budget process since she was absent last month. Chantal explained that the majority of the deficit was addressed by increasing tax revenue to reflect actual and projected revenue. Erin reported that additional small adjustments were made, including increasing revenue from state aid and the state entertainment tax, adding the revenue from the STEM kits grant, and increasing the Consortium expense to reflect actuals. Laurie asked about the increase in the payroll expense line. Erin explained that the line includes a 5-7% increase to allow for merit increases in the coming year.

Chantal asked whether we should increase, or even include, state aid in light of the Secretary of State's proposed rule. Erin noted that the revised rule removed most of the problematic parts of the original, and she does not anticipate that it will impact the library's practices or finances.

Laurie moved to approve the draft budget as presented on March 13, 2023 for the budget year 2023-2024. Karen seconded. Motion passed unanimously.

Secretary of State proposed rule update, HB1159, 1238, 986 and SB672

Erin shared information about recent Missouri House bills 1159 and 1238, which borrow from the problematic language of the original SOS proposed rule. Both bills propose significant penalties for libraries that allow minors access to material beyond their "maturity level." Both bills also have overly broad definitions of "access" that could extend to digital access, over which the library has little control. Chantal asked who would be the target of the "financial penalty" the bills propose. Erin noted that both the libraries and their staff could be targeted.

Erin noted that Missouri Senate bill 672 adopts similar language, but also allows to individuals to seek temporary injunctions and/or restraining orders against libraries. In such cases, the complainants would also be able to request legal fees, which could become very costly and burdensome to public libraries.

Erin also reported on Missouri House bill 986, which was originally intended to control land and asset acquisition by public libraries. The current language of the bill would prohibit libraries from spending any tax or public funds on anything that is not already catalogued by the Library of Congress. Susan noted that the Library of Congress has a significant backlog, which would delay the purchasing of newer books. The bill would impact library collections of objects—telescopes, athletic kits, seeds—as well as self-published and/or local books. Ryan pointed out that the bill does allow a library to use private donations to purchase those items. Chantal

noted that it seems unfair to ask patrons to donate money or items when they are already paying taxes to fund the public library. Chantal proposed creating an income subaccount to track unrestricted donations. Laurie suggested that the new income line be included in next year's budget and reports.

New Business

Financial Audit vs. Review

Erin reported that two other accounting firms have provided her with bids for an audit. One firm used primarily by MLC libraries quoted \$7,000 for an audit, contingent on the library moving to a strictly cash basis. Denise Pisciotta from UHY could not provide a bid for an audit for less than Croghan & Croghan. Since an audit is not strictly required and there is no history of malfeasance, UHY did suggest that a financial review could be done for around \$2,000. Laurie noted that a financial review would require amending the bylaws since they currently require an annual audit.

Diane asked what data or information might be lost in a financial review versus an audit. Erin noted that an audit provides third-party verification of financial statements. Chantal explained that audits have reporting and formatting requirements set by GAAP. Laurie pointed out that a review is just an overview, while an audit is more extensive. Laurie suggested that the library could move to an annual financial review, with an audit every three years. Chantal suggested that the same accounting firm should be used to avoid additional fees and errors. Chantal also noted that she was opposed to moving to a cash basis since we have capital assets and need to record depreciation. Laurie suggested that Erin get a quote from Croghan & Croghan for a financial review.

Diane asked about the difference between performing an audit every three years or every five years. Laurie explained that performing an audit more frequently would help the library in the event of a loan application or bond review. Erin noted that financial reviews are sufficient to satisfy grant application requirements. Chantal recommended updating the Bylaws Committee. Karen will lead the Bylaws Committee. Laurie suggested updating the language to "an annual audit is recommended but not required" to allow the Board greater flexibility.

Election of Officers

Laurie moved to nominate Ryan Shortal for Board President. Karen seconded. Motion passed unanimously.

Stephanie moved to nominate Veronica Crowe for Board Vice President. Diane seconded. Motion passed unanimously.

Laurie moved to nominate Stephanie Van Stee to continue as Board Treasurer. Diane seconded. Motion passed unanimously.

Laurie moved to nominate Patrick Long and Diane Madras as Board Co-Secretaries. Karen seconded. Motion passed unanimously.

Karen asked about the prospective board member, Maggie Kehm, who attended the February board meeting. Erin indicated that she was still interested in joining the Board. Chantal moved to recommend Maggie Kehm for appointment to the Rock Hill Public Library Board of Trustees. Laurie seconded. Motion passed unanimously.

Laurie moved to adjourn the meeting. Chantal seconded. Motion approved unanimously. Meeting adjourned at 7:50 p.m.