

Rock Hill Public Library
Board of Trustees Meeting Minutes
June 12, 2023

Attendees:

In-Person: Ryan Shortal, Erin Phelps, Patrick Long, Diane Madras, Danielle Oettle, Roxanne Provence (board member candidate), Hannah O'Rourke (board member applicant), Susan Hoch
Zoom: Maggie Kehm, Veronica Crowe
Absent: Stephanie Van Stee, Karen Park

Meeting called to order at 6:16 p.m. Roll call and introductions.

Approval of Meeting Minutes

The Board reviewed the minutes from the May 8, 2023 meeting. Diane moved to approve the May 8, 2023 open session minutes as presented. Ryan seconded. Motion passed with the following voting yes: Veronica, Ryan, Patrick, Maggie, and Diane.

Financial Report

The Board reviewed the financial statements as presented by Danielle. No significant issues or questions were raised, and the reports are available in RHPL records.

Approval of Bills

The Board reviewed the Transaction List by Vendor and Unpaid Bills Detail. Ryan moved to approve the Transaction List dated June 8, 2023 in the amount of \$8,306.72, and the Unpaid Bills Detail dated June 8, 2023 in the amount of 2,300.21. Diane seconded. Motion passed unanimously.

Library Director's Report

In the interest of time, Erin emailed her Director's Report to the Board ahead of the meeting. Erin reported on the ongoing Manchester Road construction and the impact on entry and exit into the library, recent and upcoming programs, Summer Reading Program kickoff, Story Walks status, and an update on grants. Erin also updated on staff, including completing annual performance evaluations and the very positive performance of the summer intern, Ryan Luby.

No significant concerns, questions, or objections were raised regarding Erin's Director's Report. The written report, dated June 2023, is available in RHPL records.

Committee Reports

On behalf of the Beautification Committee, Ryan asked who cuts and trims the grass around the library grounds. Erin said the city does it, but access due to road construction may be an issue. Erin will follow up with the city and Ryan offered to do some cutting/trimming if the city is not able soon.

Communications

No new updates.

The board does not meet in July or August. The next meeting will be in September.

Unfinished Business

Erin reviewed Rules of Elected Officials, Division 30 – Secretary of State, Chapter 200 – State Library and explained how the library is addressing the rule. The document is available in RHPL records. Erin also reviewed RHPL library policies and recent changes to the policies, and this document is also available in RHPL records. No significant issues or questions were raised in this meeting.

Due to changes in the application/agreement for children's library cards, RHPL will expire/terminate all children's library cards by end of July 2023. Parents/guardians and their children will need to reapply for children's library cards from then on in order to ensure awareness and compliance.

Ryan moved to approve revisions and additions to library policies and procedures on public use as presented by Erin and discussed in this meeting. Diane seconded the motion, which was unanimously approved.

Erin provided an update on the patio improvement proposal and grant. Erin contacted several landscaping designers but most declined to bid or did not respond. Ryan asked if three bids are required or if it is only required to contact vendors and try to get bids. Erin and others felt that due diligence and earnest efforts to get multiple bids is adequate as we cannot compel vendors to bid if they decline or do not respond. The board will continue to review this and no vote is being taken at this time.

Erin provided a cost analysis including grant funds for the patio, but final numbers are still being determined. As stated in the previous paragraph, no vote or approval was conducted at this time, but the board agreed that we may vote by email once the final numbers are determined. The vote may be conducted via email as the board does not meet in July or August but we would like to keep this project moving if possible.

New Business

Nothing presented or discussed.

Financial Audit vs Review

Nothing presented or discussed.

Ryan moved to adjourn the meeting. Diane seconded. Motion approved unanimously. Meeting adjourned at 7:17 p.m. No Executive Session was called.

Summer Votes for items below:

Notes to add to Meeting Minutes for Approval

Permeable Paver Patio Proposal – Email sent from Erin 6/13/2023

	Date	Yes	No
Ryan Shortal	6/16/2023	X	
Veronica Crowe	6/14/2023	X	
Stephanie Van Stee	6/29/2023	X	
Patrick Long	6/29/2023	x	
Diane Madras	6/28/2023	X	
Karen Park	6/29/2023	X	
Maggie Kehm	6/27/2023	X	

Vote to approve new members Roxanne Provance and Hannah O'Rourke - Initial email sent from Erin 6/21/2023

	Date	Yes	No
Ryan Shortal	7/6/2023	X	
Veronica Crowe			
Stephanie Van Stee			
Patrick Long	6/30/2023	X	
Diane Madras	6/29/2023	X	
Karen Park	7/3/2023	X	
Maggie Kehm			