

Meeting Minutes  
Rock Hill Public Library Board of Trustees  
September 11, 2023

1. **Call to order/Roll Call:** The meeting was called to order by Ryan Shortal (President) and seconded by Veronica Crowe.
2. **Introductions:** The Board welcomed new members Hannah O'Rourke and Roxanne Provance. The board members introduced themselves, Erin Phelps (Library director), Veronica Crowe, Diane Madras, Stephanie Van Stee, Danielle Oettle (bookkeeper), Susan Hoch, Roxanne Provance, and Hannah O'Rourke. Patrick Long was absent.
3. **Approval of Minutes:** A motion to approve the minutes of June 12, 2023 was made by Ryan Shortal and seconded by Diane Madras. Approved unanimously.
4. **Financial Report:** The report of Revenue and Expenses and the comparison to last year was reported and discussed by Danielle Oettle. The majority of revenue is deposited in December and January due to the fact that most of the library's revenue is based on property taxes.
5. **Approval of Bills:** The transactions by vendor was presented by Danielle. Diane Madras moved to accept the vendor list for the amount of \$47,503.71 for expenses incurred from June 12 to Aug 15, 2023. Ryan Shortal seconded the motion. Motion approved unanimously.
6. **Public Presentations:** none
7. **Director's Report:** Please refer to the September 11, 2023 Director's report on Sharepoint.
8. **Committee Report: Fundraising Committee:** Veronica Crowe presented an idea of selling permeable pavers (5X7 inch bricks) to cover the unmet cost of \$5000.00 for the permeable patio. Erin showed the potential posters/fliers for advertising the sale of the bricks to be distributed to the businesses along Manchester and to adorn the library's table at the Rock Hill Fall Festival on October 7, 2023. Bricks will be sold for \$125.00 each, which will cover the cost of engraving. We need to sell 58 bricks to cover the cost of the shortfall of the patio. The company will engrave each brick onsite with up to 17 characters per line, with a maximum of 4 lines.
9. **Communications:** None
10. **Unfinished Business:**
  - a. Amendment to Bylaws re: Audit

**ARTICLE V**

Paragraph 3: previous text:

The Board shall require an annual audit of the library to be completed and submitted to the appropriate state agencies no later than August 31. A copy will be included in the annual report.

Paragraph 3: new text:

The Board shall require an audit of the library to be completed and submitted to the appropriate state agencies no later than August 31 every

other year. A copy will be included in the report mentioned above (in paragraph 2).

Vote to be held next meeting.

**11. New business**

- a. HVAC age/status report: The current HVAC was serviced over the summer, and the large air conditioning unit in the ceiling was reported to be 26 years old. The two smaller units in the closet are both 20 years old. Erin reported that Climate Masters bid \$33,000.00 to replace all units with high efficiency units , including appropriate piping and bases. The board asked Erin to acquire two more bids to replace the units before they fail.

**12. Adjourn:** A motion was made by Stephanie van Stee and seconded by Diane Madras to adjourn the public meeting and go to closed session at 7:15 p.m.

**13. Executive session:** Executive session began at 7:16 with a roll call: Ryan Shortal, Veronica Crowe, Diane Madras, Staphanie van Stee, Roxanne Provence, Hannah O'Rourke.

- a. The Board of Trustees will go 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.

Executive session concluded at 7:36 with a roll call: Ryan Shortal, Veronica Crowe, Diane Madras, Staphanie van Stee, Roxanne Provence, Hannah O'Rourke.