

Rock Hill Public Library
Board of Trustees Meeting Minutes
January 8, 2024

Attendees:

In-Person: Ryan Shortal, Erin Phelps, Patrick Long, Roxanne Provence, Hannah O'Rourke, Susan Hoch, Diane Madras

Zoom: Stephanie Van Stee, Danielle Oettle

Absent: Maggie Kehm, Veronica Crowe, Karen Park

Meeting called to order at 6:15 p.m. Roll call and introductions.

Approval of Meeting Minutes

The Board reviewed the minutes from the November 13, 2023 meeting. Diane moved to approve the November 13, 2023 open session minutes as presented. Ryan seconded. Motion passed unanimously.

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. Diane moved to approve the Transaction List dated January 4, 2024 in the amount of \$24,201.60, and the Unpaid Bills Detail dated January 4, 2024 in the amount of 324.96. Ryan seconded. Motion passed unanimously.

Public Presentations

Nothing presented

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 efforts to get bids for the building HVAC systems, programs, services, grants, conferences, and collections.

No significant concerns, questions, or objections were raised regarding Erin's Director's Report. The written report, dated January 8, 2024, is available in RHPL records.

Committee Reports

No reports or other presentations.

Communications

No reports or discussions.

The next meeting will be February 12, 2024.

Unfinished Business

Ryan presented and reviewed the written Budget Amendment for HVAC System Purchase. This includes transferring \$30,900 from reserves for spending on the HVAC contracted service. Some clarifying questions were asked but no objections or issues were raised. Diane made a motion to approve and Ryan seconded the motion, which passed unanimously.

New Business

Ryan shared a new written policy regarding the library's cash reserves policy. Some questions were asked and discussed, but no objections or issues were raised regarding the policy as written. Ryan made a motion to approve the new cash reserve policy as written and Roxanne seconded the motion. The motion passed unanimously, although Diane abstained from voting.

Erin presented the written Budget Amendment for Capital Expense – Library Furnishings Purchase. The amendment proposed increasing the Capital Expense Library Furnishings budget from \$2,602 to \$9,000 (the written amendment explains where the money can come from in the library's accounts/budget and this was explained by Erin during her presentation). There was some discussion but no objections or issues were raised. Ryan made a motion to approve the amendment as written, and Diane seconded the motion, which passed unanimously.

Erin presented the written Missouri Evergreen resource sharing agreement, which was explained as an agreement utilizing systems for libraries who have agreed to join to share resources with each other. There were clarifying questions asked and discussion regarding how this impacts RHPL, but no objections were raised. This would involve changing some systems, but the expectation is that this will save RHPL money by reducing expenses by moving to less costly systems. Diane moved to authorize Ryan Shortal, as Board President, to sign the agreement when Erin determines it should be executed. Roxanne seconded the motion, which passed unanimously.

Ryan discussed creating an informal "Fundraising Coordinator" position. No one volunteered at this time and it was mentioned for all concerned to consider this for future discussion. No other motions or actions taken at this time regarding this.

Erin mentioned that June 4, 2024 will be the 80th anniversary of the Rock Hill Public Library and asked all concerned to begin considering ideas for a celebratory event to commemorate the anniversary. No other motions or actions taken at this time regarding this.

Ryan discussed a scheduling conflict noticed for the November meeting this year. Ryan motioned to move the November 11, 2024 board meeting to November 18, 2024. Diane seconded and the motion passed unanimously.

The board adjourned into executive session at 7:26pm. Ryan motioned for this adjournment and Diane seconded, which passed unanimously.

Returning from executive session, Diane moved to adjourn the meeting. Roxanne seconded. Motion approved unanimously. Meeting adjourned at 8:14 p.m.