

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

Attendees: Patrick Long, Diane Madras, Erin Phelps, Danielle Oettle, Maggie Kehm, Veronica Crowe, Hannah O'Rourke, Susan Hoch, Karen Park, Roxanne Provence

Absent: Ryan Shortal, Stephanie Van Stee

Meeting called to order at 6:15 p.m.

Approval of Meeting Minutes

The Board reviewed the minutes from the March 2024 meeting. Diane moved to approve the minutes as presented. Roxanne seconded. Motion passed unanimously.

Financial Report

The Board reviewed the financial statements as presented by Danielle. Of note, year-over-year revenue is up 1% and expenses are up 20%, which reflects the HVAC replacement. Budget v. Actual is on target, with a slight increase in revenue. 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. Roxanne moved to approve the Transaction List dated March 24, 2024 in the amount of \$11,245.21. Diane seconded. Motion passed unanimously.

Public Presentations

No public presentations this month.

Library Director's Report

In the interest of time, Erin emailed her Director's Report to the Board ahead of the meeting. Of note:

- the windows have been cleaned and the furniture replaced
- Quickbooks is moving to online-only in the next few months
- Zoom is changing their licensing so the Library will try using Microsoft Teams going forward, which is free
- 27 people attended the eclipse viewing party on April 8, and over 100 phone calls were received re: eclipse glasses
- American Bank next door will allow the use of their parking lot outside of their business hours, and have been friendly neighbors to the library

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

Committee Reports

Diane reported on behalf of herself & Veronica, the fundraising committee, that they had to reschedule brick solicitations. For the upcoming plant swap, Roxanne will ask Dunkin Donuts for donated donuts and Diane will ask Starbucks for coffee. Diane will get paper cups.

Communications

No reports or discussions.

The next meeting will be May 13, 2024.

Unfinished Business - n/a

New Business

- Diane moves to add Roxanne Provence to bank account and remove Ryan Shortal as signatory for all accounts i/r/t RHPL. Patrick seconded, passed unanimously.
- Erin has 4 bids for resurfacing the parking lot. The lowest bid came from Asphalt Paving & Concrete, who did the restriping in fall; they were recommended by Ferguson Library, and their bid is \$31,380 but does not include milling, which is the process of grinding down the surface and would address the potholes, and re-asphalting. All other bids included both milling and re-asphalting. The second bid came from Burns & Jones and is \$45,306, It includes 2" milling of parking lot. This is the company used by the bank next door, and Erin will contact the bank for their opinion of the company and process. Lerritz Busy Bee Paving's bid is \$49,800 and includes 4" milling and a layer of aggregate + asphalt. The fourth bid is \$56,923 and does not include \$800 restriping; this bid is cost-prohibitive. The board discussed the difference between 2" and 4" of milling and Diane offered to measure the potholes in the parking lot to determine if we need 2" or 4" of milling to address them and make the lot safe for walking. Erin reported that she contacted Ron Meyer at the City of Rock Hill for his recommendation and he recommended Burns & Jones. The library budgeted \$31,000 for this project based on the Asphalt, Paving & Concrete bid and going with another company would cause a budget overage of ~\$13,000. The board noted that they can amend the budget and have over \$400,000 in the accounts.
- Karen made a motion to authorize Erin Phelps to spend up to \$50,000 on the appropriate company to mill, repave and stripe the parking lot. Roxanne seconded and the motion passed unanimously.

Roxanne motioned to adjourn the meeting at 7:07 p.m. Diane seconded and motion passed unanimously.

No executive session was held.

Minutes respectfully submitted by Karen Park.