

Agenda  
Rock Hill Public Library  
Board of Trustees Meeting  
February 10, 2025 at 6:15 p.m.

The meeting was called to order at 6:47 p.m.

Present: Erin Phelps, Susan Hoch, Roxanne Provence, Lisa Henry, Karen Park, Diane Madras, Anne Fleming, Hannah O'Rourke, Stephanie Van Stee

Not present: Ryan Shortal

Introductions - None

Approval of Meeting Minutes from 1/13: Stephanie should be not have been listed in attendance the previous month. Motion to approve with correction was made by Roxanne, seconded by Diane and passed unanimously.

Financial Report: Lisa noted that 80% of revenue has been received by January and the library has spent 84%. Tax revenue is expected next week. Lisa referenced page 9 of the financial reports and noted that she is listed twice as the amount represents two months. February's financial reports are on file at RHPL.

Roxanne made a motion to approve bill payment list in amount of \$4519.48 for January, Karen seconded, and the motion passed unanimously.

Public Presentations - none

7. Director's Report: Erin provided a report which included the following of note:

- The building (roof, door, etc.) has been repaired
- Maggie has stepped down from the board, Ryan's last meeting will be in March, and Veronica stepped down as well. As Veronica was vice president, until a new VP can be appointed, someone will need to approve payrolls. Diane agreed to do this and will come in to approve in coming week.
- The Winter Reading program has begun.
- Teen programs & STEAM are back, tax forms are now available and one brick was purchased in January.
- Summer Reading grant's first payment was requested; the grant funding is a bit up in the air currently with due to the pause on federal (IMLS) funding but RHPL is moving forward with plans.

8. Committee Reports - none

9. Communications - none

10. Unfinished Business - none

11. New Business

a. FY26 Budget Draft (included in RHPL files): Sandy at the City of Rock Hill confirmed that tax revenue should be consistent, but the budget reflects a -2% decrease to be conservative. The main change in expenses from 2024 reflects the change in cleaning company. RHPL has no control over consortium costs, and the draft budget contains wiggle room of ~\$4576 net positive. Erin suggests putting that amount in site improvements as Deb and Erin want to evaluate the children's area to reorganize (i.e. group books by topic instead of genres which is similar to HQ, Kirkwood, etc. Erin would like to paint back room and office; estimate from the painter who did the RHPL sign is \$3200, but Erin will get additional bids if this project goes forward. Erin suggested another mural for back wall. Grace McCannon is a local artist and does "paint by numbers" community murals. She can fit the project to the budget, but average cost would be around \$4000. This could possibly be funded by an express grant from MAC. Diane asked what the mural would be and Erin suggested maybe an open book, though would like to get input from the community. Hannah asked about payroll service cost from Heartland to Quality (local, used by Kirkwood) but RHPL is sticking with Heartland because the other was more expensive. Stephanie asked if we should increase the budget for Prime, insurance, etc. Trustees ins and workers comp are flat; last year these costs went down, but looking at jump from 2021 to 2022 perhaps we should increase. Trustees & workers comp will renew in June, so budget can be adjusted accordingly later. Stephanie asked if we should we be budgeting more for bookkeeping but Lisa feels that we don't need to budget more because of QBO being able to automate more processes and it not being an audit year so she will be here less. Adjustments to the draft will be made and trustees will vote on it in March meeting.

A motion to adjourn the regular meeting was made by Roxanne, seconded by Diane and passed unanimously. The meeting was adjourned at 7:12 p.m.

Minutes respectfully submitted by Karen Park.