

Rock Hill Public Library
Board of Trustees Meeting Minutes
March 10, 2025

The meeting was called to order at 6:18 p.m.

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

Welcome and Introductions: Jennifer and Molly attended as potential new trustees.

Missed approval of minutes – technical issue!

Financial Report: Reports prepared by Lisa were distributed and are in the RHPL records. 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.

Roxanne made motion to approve transactions in the amount of \$317.86; motion passed unanimously.

Directors Report: Report prepared by Erin was distributed and is in the RHPL records.

Of note:

- Circulation is lower than usual, and building attendance is similar to last year's
- The winter reading club has concluded and prizes were awarded
- Due to the success of the last event, another puzzle contest is scheduled for April; all spots are already full!
- Former board member Laurie Murphy installed new collection in display case last week
- Deb and Erin are looking at other libraries for new shelving ideas
- The summer reading grant's first disbursement was received. This year's program theme is "color my world."
- Upcoming programs include a new literary series this spring

Public Presentations - none

Committee Reports - none

Communications - none

Unfinished Business - none

New Business:

Budget amendments – included in meeting packet and RHPL files – of note:

- Adding in additional tax revenue, +3%
- Adding \$556 to adult books, decreasing elsewhere
- Payroll decreased, added to health insurance/LAGERS
- Point of budget amendment is to get to a small surplus

Diane asked, can RHPL put surplus into “rainy day” account for roof replacement; per Erin, per last year’s board decision we have a certain percentage of money in reserve and not a separate account for these things. Erin reported that roof inspector thought it would last 3-5 years.

Move to approve budget amendments for FY 2026, Diane seconded, and the motion passed unanimously.

Hannah had question re: payroll amount budgeted; Lisa mentioned she gave a bit of cushion to reflect one more month of operations before new budget is in effect.

FY2026 budget changes include:

Tax revenue is increased per the City of Rock Hill’s recommendation, cleaning costs are a bit more, expected increases in Overdrive and Heather (system admin) insurance increasing 5%. Per Erin, payroll includes cost of living and merit increases in this year’s budget so that at the time of review, trustees will know this is already included in organizational budget. Budget includes painting, mural, and other site improvements that were approved in previous meeting.

Officer Elections:

- President: Roxanne, nominated and seconded

- VP: Diane Madras, nominated and seconded
- Secretary: Karen Park, nominated and seconded
- Treasurer: Stephanie Van Stee, nominated and seconded

Motion to install slate of officers for 25-26 FY was made by Roxanne, seconded by Karen, and unanimously passed.

Patron Ban: per Erin, there is a local individual who has a pattern of poor behavior at libraries, including choking a patron in 2019 at Headquarters and striking someone at the U. City branch. This person has been permanently banned by another municipal library as a result. This person, to Erin's knowledge, has not come into RHPL, although recently this person stabbed someone at a local Walgreens and did try to go to another library. Erin is enacting a pre-emptive ban, which is not done lightly but the safety of the staff and patrons is priority. Erin spoke to RH police about this so that they are aware and can be quickly responsive. Trustees are in support of Erin's measures to keep staff and patrons safe.

Cyber-security policy: A new policy is required by federal that needs to be added to RHPL policies. Roxanne moved to approve this policy to be added to public service policies of RHPL, Diane seconded, and it was unanimously approved.

The trustees thanked the guests and Ryan for his service.

Meeting adjourned at 7:06pm.

Minutes respectfully submitted by: Karen Park, secretary



Outlook

Re: Board appointments

From Board Treasurer <treasurer@rhplmo.org>
Date Mon 3/24/2025 10:01 AM
To Karen Park <kparkstl@gmail.com>; Anne Fleming <anneflmng@gmail.com>
Cc Roxanne Provence <roxanne.provence@gmail.com>; Diane Madras <diane.madras@gmail.com>; hannah_orourke@yahoo.com <hannah_orourke@yahoo.com>; Erin Phelps <ephelps@rhplmo.org>; Board President <president@rhplmo.org>; Board Vice President <vicepresident@rhplmo.org>; Board Secretary <secretary@rhplmo.org>; Board Trustee1 <trustee1@rhplmo.org>; Board Trustee2 <trustee2@rhplmo.org>; Board Trustee3 <trustee3@rhplmo.org>; Board Trustee4 <trustee4@rhplmo.org>; Board Trustee5 <trustee5@rhplmo.org>; stephanievanstee@gmail.com <stephanievanstee@gmail.com>

I vote yes.

From: Karen Park <kparkstl@gmail.com>
Sent: Tuesday, March 18, 2025 10:03 AM
To: Anne Fleming <anneflmng@gmail.com>
Cc: Roxanne Provence <roxanne.provence@gmail.com>; Diane Madras <diane.madras@gmail.com>; hannah_orourke@yahoo.com <hannah_orourke@yahoo.com>; Erin Phelps <ephelps@rhplmo.org>; Board President <president@rhplmo.org>; Board Vice President <vicepresident@rhplmo.org>; Board Secretary <secretary@rhplmo.org>; Board Treasurer <treasurer@rhplmo.org>; Board Trustee1 <trustee1@rhplmo.org>; Board Trustee2 <trustee2@rhplmo.org>; Board Trustee3 <trustee3@rhplmo.org>; Board Trustee4 <trustee4@rhplmo.org>; Board Trustee5 <trustee5@rhplmo.org>; stephanievanstee@gmail.com

<stephanievanstee@gmail.com>

Subject: Re: Board appointments

If you haven't already voted in the new trustees, please do via reply here so we can move forward - thank you!

Best,
Karen

On Wed, Mar 12, 2025 at 5:26 PM Anne Fleming

<anneflmng@gmail.com> wrote:

Anne says yes

On Wed, Mar 12, 2025 at 5:02 PM Roxanne Provence

<roxanne.provence@gmail.com> wrote:

roxanne says yes

Sent from my iPhone

On Mar 12, 2025, at 11:11 AM, Diane Madras

<diane.madras@gmail.com> wrote:

Yes, says Diane

On Wed, Mar 12, 2025, 10:46 AM Hannah O'Rourke

<hannah_orourke@yahoo.com> wrote:

I am in favor.

On Wednesday, March 12, 2025 at 10:14:00 AM CDT,
Karen Park <kparkstl@gmail.com> wrote:

All in favor?

On Tue, Mar 11, 2025 at 9:20 PM Anne Fleming
<anneflmng@gmail.com> wrote:

Hello, I agree, I'll second that motion.

Anne

On Tue, Mar 11, 2025 at 8:46 PM Karen Park
<kparkstl@gmail.com> wrote:

Hi all,

So great to have two new trustees :) I do believe we have to vote and then I will forward their information to Rock Hill for approval on their term starting 4/1/2025.

So, I'll make a motion to approve Molly and Jenn for the RHPL board of trustees effective 4/1/25.

Have a good night :)
Karen

On Tue, Mar 11, 2025 at 8:24 PM Hannah O'Rourke
<hannah_orourke@yahoo.com> wrote:

I agree! Do we need to have a formal vote?

Hannah

On Tuesday, March 11, 2025 at 05:27:06 PM
CDT, Diane Madras
<diane.madras@gmail.com> wrote:

Erin,
I think they would be nice additions to the board.
Diane

On Tue, Mar 11, 2025, 11:48 AM Erin Phelps
<ephelps@rhplmo.org> wrote:

Hey all!

Good to see you last night! If y'all vote to move forward with Molly and Jenn, let me know - I have Jenn's resume but need to get Molly's, and then they can be forwarded with their applications to the Board of Aldermen by our trusty Secretary!

Thank you!

Cheers,
Erin

Erin Phelps
Director
Rock Hill Public Library
314.962.4723

<https://www.rockhillpubliclibrary.org/>

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