

Rock Hill Public Library - Board of Trustees Meeting

Minutes – October 14, 2024

Attendees: Erin Phelps, Maggie Kehm, Susan Hoch, Roxanne Provence, Ryan Shortal, Diane Madras, Lisa Henry, Stephanie Van Stee, Hannah O'Rourke, Veronica Crowe, Anne Fleming (guest), Karen Park, Mike Croghan (guest – auditor)

Absent: Stephanie Van Stee

Meeting called to order at 6:16 p.m.

Welcome & Introductions: n/a

Approval of Meeting Minutes: The Board reviewed the minutes from the September 2024 meeting. Roxanne moved to approve the minutes with correction of date from June 10 to September 9 and Diane seconded. Motion passed unanimously.

Financial Report: The Board reviewed financial statements as presented by Lisa, which are available in RHPL records. A motion to approve the transaction list by vendor through September 2024, was made by in the amount of \$5597.66 by Roxanne. Ryan seconded and the motion passed unanimously.

Per Lisa, there are no unusual expenses, the library has received 19% of tax revenue and is staying within budget. Library is upgrading to QuickBooksOnline as QB desktop being discontinued; it will be a big transition, but will have many benefits including being able to go almost entirely paperless, with QBO sending checks and other bills paid via ach. In the future, the auditor can access QBO directly without having to use paper reports. Reconciliations will be far less time consuming going forward. Lisa and Erin are working on a way for Treasurer & Library Director to approve invoices prior to Lisa paying them. Diane asked about QBO security and who has access; only Lisa and Erin have access. Susan will be able upload invoices – the process for doing this is to be determined, but will look something similar to google drive.

Public Presentations: Mike attended to present on bi-annual audit, and each board member received a packet of info & mandatory letter communications. It is a “clean opinion” and no concerns noted, per page 1 – 3. Pages 4-9 is the library’s financial report, which Erin prepared and is public. Page 10 is financial statements in standard format. Pages 15-25 contains footnotes, which are longer than last year’s as they cover a 2 year period. Finally, the report contains the budget comparison. No complications noted, audit was overall easier, library’s QB is better shape than previously. Minimal entries/corrections, compliments to Erin and Lisa! This report is a modified cash basis. Page 10 statement of net position, page 11 is P&L/statement of activities, exhibits C, D & E are operational, i.e. how the library staff budgets. Mike offered to answer any questions after meeting, once trustees have a chance to take home and read through report as well. Past two years were within budget. Re: bank balances, balance is FDIC insured, library has a pledge agreement as well. Mike recommends contacting the bank every 12 months to make sure library has current

written agreement with Royal Bank. Law requires this written agreement; state treasurer website has a sample agreement should the library need to update their agreement.

Re: letters – one stated essentially there are no significant issues with staff. (an example of an issue would be if a staff person did not provide necessary documents). The other is the mandatory report re: internal controls – same items as in previous years, recommendation for more segregation of duties. Library responded they do the best within budget and staff constraints. There are a few journal entries; again, less issues than in previous years.

Library Director's Report: In the interest of time, Erin emailed her Director's Report to the Board ahead of the meeting, which is available in RHPL files. Of note:

- The building is in great shape, and a tree was removed by Happy Tree Service.
- A community volunteer has been doing handy work; he replaced fluorescent ceiling lights, fixed sink in kitchenette, etc.
- Building Stars will now be \$400/month to include cleaning up patio. More people are using patio, using wi-fi, and enjoying new picnic tables.
- Mah Jong attendance is surging, due to Webster Kirkwood Times publicizing this. Mary Lamping has been teaching this; the group has gone from 6-8 people to around 12-14. They are also learning cribbage.
- On November 9 a game and puzzle swap is scheduled from 10-12 pm.
- Maddie and Anna working on teen programming; the spa day last month went well. They will pause due to holidays.
- The plant swap happened in September. Rolling Ridge donated stuff, and new seeds were added to the library's seed library.
- Upcoming events include an outside patio movie – Nightmare Before Christmas on 10/24.
- The Halloween Open House on Wednesday 10/30 5-6:30 with karaoke & costumes encouraged.
- The Story Walk is still up, and will stay up through the month. Givens has been an active community partner.
- Final payment for summer reading grant has been rec'd.
- Need 10 pavers (currently 3) to have them engraved.
- The switch to the Evergreen system will happen this week, and will be up & running on Thursday.

Committee Reports: none

Communications: None

Unfinished Business: None

New Business: Erin requested meeting with board to discuss what year-end reviews look like for staff.

Diane suggested approaching local businesses to purchase bricks; places like Trainwreck, a painting company, etc have bricks. Bricks are \$125. We would like to have a year-end push. Erin will send out digital flyer for board to spread the word.

Diane made a motion to adjourn, to go into executive session. Karen seconded, the motion passed unanimously, and the meeting adjourned at 7:05 p.m.

Minutes respectfully submitted by Karen Park.