

Minutes
Rock Hill Public Library
Board of Trustees
Meeting
September 8, 2025 at 6:15 p.m.

1. **Call to Order/Roll Call** – Roxanne called meeting to order at 6:19
2. **Present:** Karen Park, Roxanne Provence, Molly Gatto, Stephanie Van Stee, Jenn Baker, Erin Phelps, Lisa Henry, Susan Hoch, Hannah O'Rourke (via teams)
Not present: Diane Madras, Anne Fleming
3. **Introductions:** none
4. **Approval of Meeting Minutes:** Roxanne moved to approve the June 9, 2025 minutes as submitted. Jen seconded, and the motion passed.
5. **Financial Report:** Lisa Henry submitted a full financial report, which is available and on file. Hannah questioned the cost of courier service. Per Erin, the courier service moves materials between libraries. This line item can be found under the consortium heading and is called Mala Delivery Expense. It is an annual and approximately the same amount this year as last year. Another report in financial packet (budget v actual) shows this expense budgeted appropriately. Jen questioned the Amazon Capital Services expense. This is the Amazon business account, which is used to purchase supplies and the library is invoiced by Amazon Capital Services. These expenses, as all others, are also reviewed by the board treasurer. Hannah questioned the large payment to Chubb and Erin explained this is for insurance (workers comp, officers, building).
6. **Approval of Bills:** Roxanne motioned to approve the Bill Payment List for June, July, Aug 2025 in the amount of \$43, 697.07. Karen seconded and the motion passed unanimously.
7. **Public Presentations:** none
8. **Director's Report:** Erin submitted the report which is available and on file with other board meeting materials. Highlights of the report include:
 - a. The library's handyman and local Boy Scouts have been working hard on weed removal and honeysuckle removal, at which time it was discovered that two light posts, which are approximately 40 years old and non-functional, had some questionable wiring. Erin contacted a signage company (Warren Sign) to inspect and remove both for less than \$800.
 - b. The Free Little Art Gallery (FLAG) is completed; it is at the front of building near the bike racks. The new will be hung this week. Erin created an Instagram account for it: @freelittleartgallery_rockhill Erin will promote it as soon as sign is hung.
 - c. This summer, the library had a few issues with the door & alarm not arming. Erin had checked out the building with the Rock Hill Police Department, there was

nothing amiss but she will keep an eye on the situation.

- d. The Summer Reading and Adult/Teen Programs went well and the StoryWalk (braille enhanced) is coming soon. It will be at the Pollinator Paradise near Givens Elementary.
- e. Deb Barry retired on July 17th hence the staff have shifted roles a bit. Erin is happy to have been able to promote from within.
- f. The Missouri Arts Council (MAC) grant has been completed, requesting funds for the mural on back wall. MAC doesn't typically fund murals but Erin was advised to submit the application as it makes a good case for community enhancement. Grace, the potential muralist, would be available to start in October should funding come through.
- g. Numbers show an increase in program attendance in 2025. Erin mentioned she has been marketing Adult Programs to Adults & Teens. Hannah asked how people would be apprised of events and programs so that no one misses the happenings and Erin explained they are promoted online (FaceBook, Intstagram), in Pulse (while it is still in existence), and the Webster Kirkwood Times. The newsletter service has additional marketing functionality that Erin is looking into. All previous subscribers should be getting weekly email from Wowbrary but Erin will make sure trustees are receiving the newsletter, as Jen and others noted they haven't seen them recently.
- h. Hannah asked if the library is participating in this year's Rock Hill Fall Festival. Rock Hill Public Library will have a booth for the fall festival on October 4, from 12 – 4pm and Erin will send an email out for volunteers this week.

9. Committee Reports: none

10. Communications: none

11. Unfinished Business:

- a. As discussed in the spring, Erin would like to purchase 7 portable Bookbins which would replace current picture book shelving. They are child-height browsing bins. The approved budget for shelving is \$10K; 7 of these bins would cost \$7,515. These would help in creating adaptable spaces, have space for over 2,000 books, and would be sufficient for the library's collection (Deb weeded/counted collection this summer). Nonfiction would be moved and made more visible, and removing two tall shelves would create better visibility for supervision across the children's area as well. Roxanne asked exactly how the books be sorted in these bins. Erin and the staff are discussing how to shelve and organize the books in order to provide best browsing experience with regards to the staff's ease of finding specific books and shelving them. Erin has looked at other vendors, including Demco who supplied current tables and Kirkwood's shelf vendor, but both were much more expensive. Stephanie asked if the bins would be packed or be arranged so as to be easy for children to browse. Erin showed photos from a library who uses the Bookbins that show how versatile the bins are and that they are two-sided.

Karen Park made a motion to approve purchase of 7 Bookbins in the

amount of \$7,515 plus any additional costs related to removal of old shelving and installation, within the approved budget of \$10,000. Roxanne seconded, and it passed unanimously.

12. **New Business:** none

13. **Adjourn Meeting:** Roxanne moved to adjourn the meeting at 7:02, Stephanie seconded, and all approved. There was no Executive Meeting called to order.

Minutes respectfully submitted by Karen Park.