

Rock Hill Public Library
Board of Trustees Meeting Minutes
April 14, 2024

Attendees:

In-Person: Erin Phelps, Diane Madras, Roxanne Provence, Hannah O'Rourke, Susan Hoch, Jen Baker, Lisa Henry, Molly Gatto, Ann Flemming, Stephanie Van Stee.

Zoom: Diane Madras

Absent: Karen Park

Meeting called to order at 6:24 p.m. Roll call and introductions.

1. Re-introductions of new board members

Approval of Meeting Minutes

The Board reviewed the minutes from the March 2025 meeting. Diane moved to approve the March 2025 minutes and Stephanie seconded. Discussion included notes regarding abbreviations be spelled out, amendments: change date to March 10, 2025 from February, 2025, Under directors report change 'distributes' to 'distributed', 2nd bullet point 'award' to 'awarded', Under New business 1st bullet point: spell out 'additional' 3rd bullet point capitalize LAGER; below \$ changed to the word 'money', FY 2026 budget changes include spell out: 'included' and 'organizational', and 'insurance'.

Roxanne moved to amend the grammatical changes to the minutes of March 10, 2025. Ann seconded. Motion passed with the following voting yes: unanimous.

Roxanne moved to approve the Feb 25 meeting minutes. Ann seconded. Motion passed unanimous.

Roxanne moved to approve the email vote to approve the appointment of the two new board members. Stephanie seconded. Approved unanimously.

Financial Report

Lisa discussed the reserve fund and contingency fund, and emergency funds. Stephanie asked about the reserves fund would be present at the beginning of the fiscal year. We are in good financial shape. The Board reviewed the financial statements as presented by Lisa. No significant issues or questions were raised, and the reports are available in RHPL records.

Report for April Board Meeting

We ended the fiscal year receiving a total of almost 101% of budgeted revenue and spent 96% of our expense budget so ended it very good shape. On page 9 is the Bill Payment list, which shows the bills paid in March. This includes payments to the MLC, mainly for Overdrive, to Ingram, the cleaning company and Brentwood Library for reimbursement for RFID tags for a total of \$3,779.32.

Following discussions from last meeting we have started a Reserves Plan for the upcoming year. To determine our reserve budget I took the amount we had in the bank on March 31st, which was \$380,709 and deducted it from the amount we need for fiscal year 2026 (426,455) to get the amount we must make to have enough to cover the full year – 45,746. Once we have received \$45,746 this fiscal year the rest of the year's revenue is gravy. To be conservative I am only counting on the tax revenue and not including grants, gifts or money taken in from patrons for copies, faxes, fines etc. This gives us a conservative estimate for a reserve budget and we are earmarking \$8000 of that to cover the grant funding that we may not end up receiving. The rest we divided between a capital purchase reserve, mainly for the roof, of 300,000 and an extra \$41,254 for emergencies. I will let you know when we have made it to our \$45,746 in revenue received, because from then on we will be stockpiling for the reserves.

We also handed out a report that shows a breakdown of exactly where our tax revenue came from this past year – so you can easily see what we received in personal property taxes – almost 73,000 – and what was real estate taxes – over \$324,000.

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Approval of Bills

The Board reviewed the Transaction List by Vendor and Unpaid Bills Detail. Roxanne moved to approve the Transaction List dated in the amount of \$3,779.32. Diane seconded. Motion passed unanimously.

Library Director's Report

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

Building is doing fine; discussed mortgage with Royal Bank and is waiting to hear back, may need to investigate other banks; had carpets cleaned; the Stuffed Animal Sleep-Over was a rousing success; had an author talk event and there are two more pending; the puzzle race was

great with a variety of puzzles, and we plan to do it again; Deb went to Goldfish Swim Time, and Olympia spring break event; Deb has a story times scheduled for Givens, planning to reorganize the children's section, and weeding children's books. There is disc golf sets ready for check out. Trying out a 'Give a puzzle, take a puzzle'. Attendance is up. New patrons is up. Programs have good attendance. 5 bricks waiting to be engraved, we need 3 more bricks to be sold to get the engraver out.

Federal funds and grants are up in the air. Missouri lawmakers are threatening funding of libraries.

Support was given for the librarians. The written report, dated April 2025, is available in RHPL records.

Committee Reports

No new updates.

Communications

No new updates.

New Business

Committee structure was discussed and will be investigated by Roxanne and discussed in the May meeting.

Roxanne moved to adjourn the meeting. Stephanie seconded. Motion approved unanimously. Meeting adjourned at 7:36 p.m. No Executive Session was called.