

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

1. Call to order/Roll Call: Roxanne Provence called the meeting to order at 6:21 p.m.
Present: Erin Phelps, Lisa Henry, Susan Hoch, Roxanne Provence, Diane Madras, Jenn Baker, Molly Gato, Karen Park
Not Present: Hannah O'Rourke, Stephanie Van Stee, Anne Fleming

2. Introductions: None

3. Approval of Meeting Minutes: Roxanne made a motion to approve the minutes, Diane seconded. Discussion: Under Directors report: In the sentence discussing the Puzzle Race, the comma after "week" should be followed by a period, not a comma; a space is needed between "the" and "story walk"; and under "New Business" In should be spelled with only one i.

4. Financial Report: Lisa Henry provided a financial report that is on file with the Board meeting materials. Of note, the library has received \$880 in property taxes, \$684 in interest, with a total of \$1713 in revenue. Expenses included payroll, the MLC and materials for a total of \$29,472. Year-to-date we have received 13% of expected revenue, and we should expect to see property taxes coming in the next month or so. Expense-wise we are at 59% of our budget spent, more than halfway through the year, so we are in good shape. Payroll is well under control, at 54% spent with 5 months to go.

5. Approval of Bills: Roxanne moved to approve the payment of bills totaling \$2006.73. Diane seconded. Motion passed unanimously.

6. Public Presentations: none

7. Director's Report: Erin submitted a Director's Report which is available on file with the Board of Trustee's materials. Highlights include:

- a) the EARLY arrival (10/31) of the Book Bins! A big Thank You to Tim O'Donnell who disassembled the current shelving that is destined to be donated to a local church that is setting up a library.
- b) The very successful Halloween Extravaganza combined with the Open House and Movie/Craft Night. Unfortunately Hacienda's Food Truck's flat tire prevented their participation.
- c) Three very cute puppies, Martina, Trey, and Venus, were present at a program to inform patrons on what it takes to foster dogs in training to become service dogs.
- d) The Story Walk in the Pollinator Paradise was changed on Oct 22nd to *Harvest Days*. This Braille-enhanced display will be in place until early December and is part of the Missouri State Library collection.
- e) The RHPL staffed a booth at the Rock Hill Fall Festival on Oct 4, and made \$18 selling used and donated books as well as offering crafts and activities.

f) A food drive, in partnership with Webster University's Gorloks Aware violence prevention program, is collecting food to be donated to the Epworth Children and Family Services and Webster University student food pantry.

g) Five more bricks were engraved on the patio on Oct, 9. More brick sales are encouraged.

h) The Staff development day was successful with the staff learning CPR from local firefighters, and healthy practices from Complete Care Chiropractic. Erin is exploring grants to equip the library with an AED.

i) Jasper George attended the Missouri Library Assn. Conference and the Metro Area Youth Public Librarians as they embrace their new role here.

j) Building attendance and circulation is up compared with October last year, and September.

8. Committee Reports

Fundraising: Diane will follow up with Complete Care Chiropractic and Happy Dog Spot to find out if they want to buy a brick for the patio.

9. Communications: none

10. Unfinished Business: none

11. New Business: none

12. Executive Session

a. The Board of Trustees will go in to closed session pursuant to Section 610.021(3) RSMo. To address hiring, firing, disciplining or promoting of particular applicants/employees by the Board as personal information about employees or applicants is expected to be discussed or recorded.

Called to order: 6:38 p.m. Diane Moved and Roxanne seconded.

Adjourned 6:48p.m. Roxanne moved and Molly seconded.

13. Adjourn meeting Roxanne moved to adjourn the meeting at 6:49, seconded by Diane.

Next meeting January 12, 2026, 6:15 p.m.

Respectfully submitted by Diane Madras, Vice President.