

MINUTES
Rock Hill Public Library
Board of Trustees Meeting
February 9, 2026 at 6:15 p.m.

Roxanne Provence called the meeting to order at 6:27 p.m.

Present: Roxanne Provence, Hannah O'Rourke, Jenn Baker, Karen Park, Lisa Henry, Erin Phelps, Susan Hoch, Molly Gatto, and Anne Fleming.

Absent: Diane Madras, Stephanie Van Stee (partially)

Introductions - The board welcomed guests Jack Duncan and Camille Linton, potential trustees. Steve Kaus, a trustee applicant who joined last month's meeting, was present as well.

Approval of Meeting Minutes - Hannah O'Rourke mentioned an edit to the minutes within the director's report and made a motion to approve the January 12, 2026 meeting minutes with the correction. Roxanne Provence seconded and the motion passed unanimously.

Financial Report - Lisa Henry provided a financial report, which is on file with the board materials. Lisa reported the following:

The Library has now received \$321,840 in property taxes, \$7,622 in interest, and \$365 in bricks with a total of \$342,853 in revenue. Expenses in January included payroll, the MLC, the usual utilities and the cleaning company for a total of \$26,972 in expenses. Year to date we have received 82% of expected revenue, with a couple more tax payments expected. Expense-wise we are at 85% of our budget spent, with one and a half months left, so we are in good shape.

Tonight you will be approving the Bill Payment List of the bills we paid in January, on Page 9, including to Ingram, the cleaning company, the MLC and annual payments for Library journal and Kirkus for a total of \$5,297.22.

Tonight we will be looking at the proposed budget for next year, which includes pay increases, the audit and money for some projects for painting and raised beds outside. The revenue portion is based on figures from Sandy Stephens from the city of rock hill, and possible grants. We have given ourselves a cushion of \$4300. We have also included a Reserve budget that shows the money on hand as of January 31st, removes our remaining expenses for the year and removes half of next year's budget, giving us reserves of \$79,187.

A motion was made by Roxanne Provence to approve the January Bill Payment List, which was seconded by Hannah O'Rourke and passed unanimously.

Erin stated that April 1 begins a new fiscal year and the library will be working with an outside auditor. The information about the potential new auditor is included in the board materials. The library needs to contract a new auditor as Croghan & Croghan had not

responded to Erin. CPA Steve Slusser has done many other library audits, so is familiar with library processes and comes recommended by other library directors. Lisa has also worked with Steve Slusser for many years. Lisa noted that he provides free help. His \$12,500 quote is less than previous auditors, and he can start as soon as he is contracted.

Roxanne Provence moved to move forward with contracting FEW CPAs to complete the library's audit. Karen Park seconded, and the motion passed unanimously.

Trustees reviewed proposed changes to financial policies, which are included in the board materials. The changes reflect the library's use of QuickBooks Online and not receiving paper checks that would necessitate initials. Roxanne Provence made a motion to approve the edits in RHPL financial policy as presented, which Hannah seconded. The motion passed unanimously.

Public Presentations - Maggie mentioned that there is a public call for comments on the new proposed greenway; she will send the RSVP link to this meeting and Erin will share via library channels.

Director's Report - Erin provided a report which will be filed with the board packet. Of note:

- Paws for Reading has resumed.
- Winter Reading Bingo has started, with great prizes!
- The library is working on a fiber arts meet-up, which should start in March. Potential names for this new program include "String Theory" or "Purl Jam."
- The website has been updated per patron suggestions; the calendar now shows additional info in regards to recurring programs.
- Erin did annual reviews with each staff, with pay increases taking effect in January.
- Roxanne and Hannah's terms end in March. As Roxanne has moved out of the area, she will not be continuing on board. Hannah is expecting a child in April so will be unable to continue serving on the board. Jenn is also moving out of Rock Hill and will leave the board in May, though her term runs through 2028. In addition to these changes, the board still has an open seat to fill.
- The summer reading grant has come through; Erin and staff are planning fun things! The theme this year is "unearth a story."
- The recent Spelling Bee was a big success!

Hannah asked if snow removal would extend to sidewalks, though streets were well cleared with the recent storm. Erin will look into this.

Committee Reports - None.

Communications - None.

Executive Session - Roxanne Provence made a motion for "the Board of Trustees to go into 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" at 7:05 p.m. Anne Fleming seconded and the motion was approved.

Minutes respectfully submitted by Karen Park.

Next Meeting – March 9th at 6:15 p.m.