

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

Call to order: The meeting was called to order at 6:21 p.m.

Present: Erin Phelps, Karen Park, Lisa Henry, Jenn Baker, Anne Fleming, Molly Gatto, Hannah O'Rourke, Roxanne Provence, Stephanie Van Stee, Susan Hoch, Diane Madras (and Riddick)

Guests: Camille Linton, Jack Duncan (term begins 4/1/2026), Steve Kaus (term begins 4/1/2026)

Introductions: As Diane had missed the previous meeting, Jack and Camille introduced themselves to the group.

Approval of meeting minutes: Roxanne Provence made a motion to approve the February 9, 2026 meeting minutes. Anne Fleming seconded and the motion passed, with Stephanie and Diane abstaining.

Financial Report: Lisa Henry reported the following:

The Library has now received \$407,972 in property taxes, \$9,528 in interest, and \$365 in bricks with a total of \$430,099 in revenue. Expenses in February included payroll, the MLC, the usual utilities and the cleaning company for a total of \$25,687 in expenses. Year to date we have received 103% of expected revenue. Expense-wise we are at 94% of our budget spent, with just a few weeks left and most of March's bills paid, so we are in good shape.

Tonight you will be approving the Bill Payment List of the bills we paid in February, on Page 9, including to Ingram, the cleaning company, the MLC, to me and to the yoga instructor for a total of \$5,488.35.

Tonight you will also be approving 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. I just updated the Reserve budget that shows the

money on hand as of today, removes our remaining expenses for the year and removes half of next year's budget, giving us reserves of \$168,206.

Approval of FY27 Budget: Diane made the motion to approve the FY27 Budget as presented. Anne Fleming seconded the motion and it passed unanimously.

Approval of Bills: Roxanne Provence made a motion to approve the February bills in the amount of \$5,488.35. Diane Madras seconded and the motion passed unanimously.

Public Presentations: none

Director's Report: Erin provided a report, which is on file with board meeting materials. Of note:

- The Library building remains in good shape. The HVAC system received its check up and light bulbs were replaced.
- Summer reading planning is in full swing. This year's theme is "Unearth a Story."
- The first Spelling Bee was held on February 7th and it was a big success! The championship will be held in April at RHPL.
- Books for Babies is going well, and monthly attendance has increased from 16 to 42 participants!
- MahJong continues to be popular.
- Jasper and Erin are weeding the collection and a book sale will happen this summer.
- Erin has submitted a grant request to the Missouri State Library in support of developing health literacy kits. There seems to be a need for a speaker series and/or kits that address the needs of the "sandwich generation."

Committee Reports: none

Communications: A note was left on a napkin thanking the library for having free period supplies in the bathroom.

## FY27 Budget

FY25 & FY26 Audit: Erin shared the following information in regards to removing books from the library's fixed assets:

### **Justification**

The Library maintains a \$5,000 capitalization threshold. Individual library materials and grouped acquisitions fall far below this amount. Although these materials have a useful life of 5 to 7 years, they are not individually tracked, have high turnover, and are considered immaterial for financial statement purposes. The revised treatment aligns with:

- **GASB 34**, which requires capitalization only if cost and useful life thresholds are met.
- **GASB 51** and implementation guidance, which allow exclusion of low-cost, grouped, or non-unique collections.

### **Allowability**

This is a **change in accounting estimate and application of capitalization policy**, not a correction of error. Therefore, **no prior period adjustment or restatement** is required. GASB allows prospective treatment, and the policy is now consistently applied.

Diane asked if this change would affect the library's ability to recover from a catastrophe in which the collection was damaged and Erin answered that insurance would still reimburse for loss.

Diane Madras made a motion to remove the library's collection from its fixed assets for the purposes of the audit as recommended by auditor Keith Slusser. Roxanne Provence seconded and the motion passed unanimously.

FY27 Board officer election: The below slate of board officers was proposed:

President: Diane Madras

Vice President: Anne Fleming

Treasurer: table until April meeting, as no one immediately volunteered to replace Stephanie in this role

Secretary: table until April meeting, as Camille is interested pending approval of her application to the board.

Roxane Provence made a motion to approve Diane Madras as President and Anne Fleming as Vice President for the 2027 fiscal year. Molly Gatto seconded and the motion passed.

Meeting adjourned at 7:13 pm.

Executive Session entered at 7:13 pm:

a. The Board of Trustees will 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.

Minutes submitted by Karen Park.