

Rock Hill Public Library
Board of Trustees Meeting
January 12, 2026
Minutes

Call to order/Roll Call: Roxanne Provence called the meeting to order at 6:17 p.m.

Present: Erin Phelps, Lisa Henry, Susan Koch, Roxanne Provence, Diane Madras, Jenn Baker, Molly Gato, Karen Park, Hannah O'Rourke, Stephanie Van Stee, and Anne Fleming

Not Present: n/a

Introductions: The trustees and staff welcomed guest Steve Kaus who has submitted his application to join the RHPL Board of Trustees. He saw the ad to apply in the Webster-Kirkwood Times, lives in Rock Hill and has a child who attends Hixson.

Approval of Meeting Minutes: Roxanne made a motion to approve the November 10, 2025 minutes as submitted. Diane seconded the motion and it passed unanimously.

4. Financial Report: Lisa Henry provided a financial report that is on file with the Board meeting materials. Not included in report as it just came in over the weekend, there was a big bump in tax revenue. Revenue received to date: \$280,824. \$1,408 less revenue is expected due to the senior tax freeze. YTD 80% of budgeted revenue has been received with 77% of budget expenses spent, so the library is on target.

5. Approval of Bills: Diane moved to approve the payment of December bills totaling \$6,507.47. Roxanne seconded and the motion passed unanimously.

Karen made a motion to approve the budget amendment which will result in changing the expected revenue to \$418,021 and the total expenses to \$417,323. Diane seconded, and the motion passed unanimously.

6. Public Presentations: Diane mentioned she has a contact who would be interested in screening a quilting documentary for free at the library at later date if there is interest, and will make a connection between this person and Erin.

7. Director's Report:

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

- The library has continued to receive positive feedback on new shelving, and the old shelving is now being used at a local church that is installing a library.
- The Puzzle Race in November went well, though with smaller group.
- The Story Walk is hibernating until spring.

- A Spelling Bee tournament is coming up on Feb 7th for adults. Kirkwood, WG, and other libraries are also participating and the finals will be in April.
- The Winter Reading program started.
- Erin has submitted the summer reading grant early.
- The Missouri Arts Council has denied to fund an additional mural. The Regional Arts Commission is not accepting applications at this time.
- Erin attended Missouri Public Library Directors Conference, which included numerous disaster - preparedness workshops so Erin has bought a corded phone to ensure communication is possible in the event of a power outage. Other workshops included a legal overview of Sunshine requests, which served as a reminder that all trustees have and should use RHPL addresses. Erin will email the list of email addresses and contact info for trustees for their review.
- A note on email: do not “reply all” as that would constitute a board gathering that would need to be recorded in the minutes.
- Erin shared a new form to be used for taking closed session minutes, which is also on SharePoint; Erin will share the SharePoint link to trustees.
- Erin thanked the board for the holiday lunch.

8. Committee Reports

Fundraising: Diane did visit Complete Care Chiropractic and Happy Dog Spot to sell bricks but they were not responsive. Diane would like to visit Lava Island, Chicken Scratch and Laurie’s as well. Global Brew was suggested; Roxanne may have a contact to share to approach them. Erin reported that 3 bricks have been purchased by individuals in past few months.

9. Communications: Stephanie had talked to a community member recently who suggested RHPL have a fiber arts group, i.e. Stitch N’ B*****.

10. Unfinished Business: none

11. New Business: In looking at the 2026 Holiday Calendar, July 4 falls on Saturday, and the federally recognized holiday day would be Friday, July 3. Erin is interested in knowing what other MLC libraries are doing. Erin will have recommendations for changing the holiday schedule for discussion/approval at the next meeting.

12. Executive Session

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.

Roxanne moved to move into Executive Session, Diane seconded and a roll call vote was taken to pass the motion. The Executive Session was entered at 7:01 p.m.

13. Adjourn meeting Roxanne moved to adjourn the meeting at 7.09, seconded by Hannah, and passed unanimously.

Respectfully submitted by Karen Park, Secretary.