

Rolla Public Library
Board of Trustees
April 13, 2017

- I. **Call to Order and Roll Call:** President Koenig called the meeting to order at 4:06 p.m. Members present included Alexander, Koenig, Linkeman, Lloyd, Marcellus, Stoecker and Sager.
- II. **Welcome to Visitors:** Diana Watkins, Library Director, Steffanie Rogers, City Financial Director,
- III. **Review and Approval of Minutes:** Marcellus made a motion to approve the minutes of March 16, 2017, Stoecker seconded and the minutes were approved.
- IV. **Monthly Financial Review:**

Rogers presented the financial report for the month ending March, 2017. Stoecker wanted questioned the amount of insurance the Library was paying and where this amount stands at this time of our budget cycle. Rogers clarified the correct insurance amounts for the board.
- V. **Director's Report:** Watkins reviewed her report. She commented on the rise in non- resident library cards, which is a result of an overflow of patrons from the Salem area, where the cost of a card is more than Rolla for non-residents, and also many patrons from St. James adding to the list of new patrons. Watkins also commented on the Director's Report and confirmed that all of the computers are working at the moment.
- VI. **Old Business:** Watkins stated that she and Rogers would meet this next Tuesday to review the budget for 2017-2018. They would then give the draft budget to the Budget Committee which consists of Bleckman, Stoecker, Koenig and Sager. Watkins also reported on status of the Applicant pool for the Library Assistant job. She reported that there were four applicants so far and the position would be closed to further applicants April 21, 2017 at 5:00 p.m. and the interview process would begin right away.
- VII. **New Business:**
 1. Koenig suggested the use of a form for meeting room requests. Watkins was asked to look into the possibility of creating a form on the website. With the form in place, the meeting room policy would need to be revised to reflect a procedural change for meeting room reservations. Koenig also suggested that the requesting person be a library card holder in good standing. Sager suggested that a busy/free calendar be made available on the website. Watkins did not know what software was used currently to schedule, but did not believe it would be an easy process to add to the website. The Policy Committee was directed to meet to discuss and draft this change to the Meeting Room Policy.
 2. Koenig discussed the need for three new Library Board members as terms for she, Alexander, and Sager end in May. She reminded us that Trustees need to live within the Rolla city limits and be aware that upon the absence of a Trustee without good cause at three consecutive regular meetings, or upon the absence of a Trustee regardless of reason at six regular meetings in a single calendar year, the Board shall petition the Mayor and City Council to remove such Trustee.

VIII. The Open Session was closed at 4:33 p.m. to go into closed session to discuss personnel matters.

Alexander made a motion to go into closed session, **Stoecker** seconded it.

IX. The board came out of the closed session at 4:36 after dealing with personnel issues.

X. **Marcellus** made a motion to adjourn, **Stoecker** seconded and the meeting was adjourned at 4:37 p.m..

Respectively Submitted

Melody Lloyd
Secretary