

Rolla Public Library
Board of Trustees
23-August-2018

- I. Call to Order and Roll Call: President Marcellus called the meeting to order at 4:00 pm. Members present included: **Diana Ahmad, Dale Bleckman, John Denbo, Amy Koenig, Jim Marcellus, Ruth Stoecker and Rachel White.**

- II. **Welcome to Visitors: Tammy Alsop, Hochschild, Bloom & Company, LLP, Rebecca Buckley, Assistant Library Coordinator, Steffanie Rogers from City of Rolla Finance Department.** During the welcome the board publicly thanked Steffanie Rogers for all of the assistance she provides to the Rolla Public Library and the Board of Trustees.

- III. **Audit: Tammy Alsop from Hochschild, Bloom & Company, LLP** presented the financial audit for the year ending June 30, 2017. **Denbo** motioned that we accept the Audit as presented. **Ahmad** seconded the motion. The motion passed.

- IV. **Review and Approve of Minutes of Previous Meeting: Stoecker** motioned to approve the minutes as submitted. **Ahmad** seconded the motion. The motion passed.

- V. **Monthly Financial Review: Steffanie Rogers, City Finance Director** presented the latest monthly financial report. **Stoecker** requested the approved budget for the current fiscal year. Rogers agreed to send to the secretary for distribution.

- VI. **Library Director's Report.** The board welcomed Rebecca Buckley. Buckley is the new Assistant Library Coordinator. Rogers reported that the new hiring process is going well and the director has asked to hire more people for the clerk position. The approved budget allows for 13 part-time employees, 2 full-time employees and 2 summer reading program temporary employees. The library employs two more people than the approved budget though not all of the part-time employees work the maximum of 28 hours/week. **Stoecker** made a motion for a temporary hiring freeze until a staffing plan is approved by the board. **Ahmad** seconded the motion. The motion passed. The board also noted that part of the job description of the Assistant Library Coordinator included staff scheduling. This responsibility has not been given over to Buckley yet.

- VII. **Old Business**
 - a. **Gutter cleaning and resealing prior to exterior painting.** Bleckman noted that this project needs to be completed prior to the exterior painting. No bids were given based on the ad placed in the Rolla Daily News. Bleckman will contact some contractors. Rogers also had some ideas of contractors the city uses.
 - b. **Appropriate Use Policy.** The latest version of the Proposed Appropriate Use Policy was not sent with the board packet so this item will be deferred.

VII. New Business

- a. **Possible date change for monthly Library Board meeting.** After discussion, we agreed to stay with the current date of 3rd Thursday of the month at 4pm. Rogers agreed to discuss with Carol Daniels the Rolla Library Board information on the City of Rolla website to make sure that the information is accurate.
- b. **Banking bids.** Rogers requested clarification if we still wanted to only use Phelps County banks. The board agreed. She will be requesting bids.

At 5:04 **Stoeker** motioned to move to Closed Session, **Ahmad** seconded and all approved.

At 5:09 returned to Open Sessions. Personnel was discussed during closed session.

Stoeker motioned to adjourn the meeting at 5:10pm, Dembo seconded and the meeting was adjourned. The next meeting is scheduled for Thursday, September 20, 2018 at 4pm.

Respectfully Submitted,

Amy Koenig, Secretary