

# **Rolla Public Library**

## **Board of Trustees**

**December 20, 2018**

- I. Call to Order and Rolla Call: James Marcellus called the meeting to order at 4:00 pm. Members present included: John Denbo, Brenda Linkeman, Ruth Stoecker, Diana Ahmad, and Sara Marcus.
- II. Welcome to Guests: Diana Watkins, Director of Rolla Public Library, Steffanie Rogers, Finance Director, City of Rolla and Elizabeth Holmes, library clerk, Rolla Public Library
- III. Monthly Financial Review: Steffanie Rogers presented the financial reports for the month of November. Ruth Stoecker asked for clarification on an entry for bags. This was a regular charge for the plastic bags used for materials patrons are taking out of the building. They are purchased from Better Containers. Ms. Rogers also notified the Board that she had undergone training on how to handle the videographers who have been filming in public areas. These individuals have a legal right to film or photograph in public spaces. She advised us that it is best to not make a fuss over it as that is the sort of thing that can develop in to a PR nightmare on social media. Ms. Rogers also informed the Board that the Rolla City Council decided to only renew the Technical Services contract for 1 year, rather than the 3 year contracts we have had in the past. Ms. Rogers reminded the Board that should the City Council choose not to renew the Technical Services contract she can still handle our financials on her own time, but that it would most likely be at a higher hourly rate. The other problem would be that the Library's two full time personnel who are currently covered would no longer have access to the City of Rolla health care coverage. They would still have Lagers as the Library pays in to that directly, but the health care coverage is only available because our two full-time staff members are included in the City payroll group. The Board also heard about the possibility of a medical marijuana dispensary coming to downtown Rolla. According to the recently passed law, no such business may be within 1,000' from a church or school. Libraries are not included in that 1,000' zone.
- IV. Review and Approval of Previous Meeting: Denbo motioned to approve minutes, Ahmad, second the motion. Minutes were approved.
- V. Director's Report: Ms. Watkins presented her director's report, reporting on Library activities, web site issues and grants. The current Library website is many years old and the company, American Lotus, which designed it is out of business. Unfortunately it is not set up to add interactive forms, such as ILL or purchase requests. Diana Ahmad offered to check with the

S & T Computer Science Department to see if some of their students could help develop an updated website which would allow the Library to add interactive elements.

**VI.** Old Business: Strategic Plan was reviewed

**VII.** New Business: Discussion on how many books per category (Adult, Juvenile) are checked out. The Director was asked to see if our automation system would allow for such a report and she informed the Board that such a detailed report, if not already included in the standard report agreement might cost extra to generate.

James Marcellus motioned to adjourn the meeting at 4:58. It was seconded and the meeting was adjourned. The next meeting is scheduled for January 17, 2019 at 4:00 pm in the meeting room of the Rolla Public Library.

Originally submitted by Jim Marcellus

Amended 15-Feb-19 by Amy Koenig