

**Rolla Public Library  
Board of Trustees  
February 16, 2017**

- I. **Call to Order and Roll Call:** President Koenig called the meeting to order at 4:10 p.m. Members present included Bleckman, Koenig, Linkeman, Lloyd, Marcellus, and Stoecker.
- II. **Welcome to Visitors:** **Diana Watkins**, Library Director, **Steffanie Rogers**, City Financial Director, **Matt Woessner**, Investment Realty
- III. **Review and Approval of Minutes:** **Marcellus** made a motion to approve the minutes of January 19, 2017, with one spelling correction, **Linkeman** seconded and the motion passed.
- IV. **Monthly Financial Review:**  
**Rogers** presented the financial report for the month ending January 19, 2017. There were no questions from the board and the report was accepted.
- V. **Director's Report:** **Watkins** reviewed her report. The board congratulated her on securing a \$12,000 grant for the 2017 Summer Reading Program. She reported on the installation of the Knox Box, to be accessed only by the Fire Department in case of emergency. The board also discussed the Door Count Report provided by **Watkins**. It showed that April is the lowest month and Sunday is the lowest day for library patronage. Several options were discussed to make sure that the library is open during optimum hours and staffed properly.
- VI. **Old Business:**
  1. **Marcellus** updated the board about the Courtyard Project. The city will help with dismantling the front ramps and replacing them with steps to restore the front of the library to the way it looked before the ADA ramps were built. **Marcellus** made a motion that the board approve the restoration of the front steps to the original design, **Bleckman** seconded and the motion passed unanimously.
- VII. **New Business:**
  1. **Koenig** reported that our new tenant, The Lamb of God Church and Chinese Cultural Center- Tom Eldreidge is desirous to put an 80 foot long sign on the 10<sup>th</sup> street side wall. The board agreed the exterior wall or roof of the building are not part of the building lease.  
Woessner will notify the tenants of the board's decision.
  2. The Board discussed utility payments by the tenants with **Woessner and Rogers**. Woessner and Rogers were to determine if tenants were paying their own utilities or if the library was covering the utilities. It was decided that they would figure out what the tenants individual monthly utility bills are and then have them be paid individually by tenants or raise their rents to incorporate the cost of utilities.
  3. **Koenig** directed the Policy Committee to continue to consult previous policies and procedures already adopted and information from **Rogers** concerning part-time pay policy.
  4. **Koenig** led a discussion concerning the Assistant Director position salary. The job description will be updated to reflect duties commensurate with a salary of between \$28,000-32,000. The board will review the new job description before voting on the salary

increase. **Watkins** will send out the new job description to the board via email within the next two weeks.

**VIII.** The Open Session was closed at 5:12 to go into closed session to discuss personnel matters. **Stoecker** made a motion to go into closed session, **Bleckman** seconded it.

**IX.** The board came out of the closed session at 5:15 after dealing with personnel issues.

**X.** **Stoecker** made a motion to adjourn, **Bleckman** seconded and the meeting was adjourned at 5:16 p.m..

**Respectively Submitted**

**Melody Lloyd**  
**Secretary**