

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

- I. **Call to Order and Roll Call:** President Koenig called the meeting to order at 4:02 p.m. Members present included Bleckman, 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:** Linkeman made a motion to approve the minutes of February 16, 2017, with one correction concerning the proposed part time policy and one clarification about front step redesign and access for handicapped patrons, Marcellus seconded and the minutes were approved as corrected.
- IV. **Monthly Financial Review:**

Rogers presented the financial report for the month ending February, 2017. Several members of the Board raised questions about the kind and amount of insurance the Library pays annually. Rogers stated she would email the insurance statements to Watkins. Linkeman asked for clarification about what was covered under the City Services account. Rogers responded with a breakdown of what the Library pays for under this line item account. There was also more discussion about the water/utility bills and how they should be reflected as line items in the budget.
- V. **Director's Report:** Watkins reviewed her report. Sager made a motion that the Library be closed on Easter Sunday, Bleckman seconded and the motion passed. Watkins suggested that the board wait until after the Summer Reading Program is finished to flip the evening hours the library stays open from Wednesday to Friday evening. Bleckman suggested that the director affix a **BOOK RETURN** sign to the new Book Drop for easier identification. Watkins stated that the Library would not have any special recognition of the Aug 21, the total eclipse, as library staff will be wrapping up final paperwork from SRP 2017.
- VI. **Old Business:** Watkins reviewed the Library Assistant Coordinator's Job Description. The Board and Rogers reviewed the description and clarified several points. Marcellus made a motion to offer a salary range of \$28,000 to \$32,000 and include benefits and lagers, Stoecker seconded and the motion passed. Watkins was directed to advertise this position as soon as possible.
- VII. **New Business:**
  1. Koenig discussed the board plans for celebrating National Library Week by changing the board meeting to April 13<sup>th</sup>. It was suggested that we collect money from the board to be given to staff members as a thank you for their service. Cupcakes will also be provided and the board members will visit with staff members after the meeting.
  2. Koenig discussed the upcoming budget process timeline. Watkins and Rogers will be meeting this week to begin the process. Bleckman will provide values for any physical needs that he believes we will need to address this next budget year. April 1 is the target date for a proposed budget with real numbers to be compiled.

VIII. The Open Session was closed at 5:10 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 5:31 after dealing with personnel issues.

X. **Stoecker** made a motion to adjourn, **Bleckman** seconded and the meeting was adjourned at 5:33 p.m..

**Respectively Submitted**

**Melody Lloyd**  
**Secretary**