

**Rolla Public Library**  
**Board of Trustees**  
**May 18, 2017**

- I. **Call to Order and Roll Call:** President Koenig called the meeting to order at 4:05 p.m. Members present included **Alexander, Koenig, Linkeman, Lloyd, Stoecker, and Sager.**
  
- II. **Welcome to Visitors:** **Diana Watkins**, Library Director, **Steffanie Rogers**, City Financial Director, **Salena Morgan**, New Assistant Library Coordinator, and **Mayor Louis Magdits.**
  
- III. **Special Presentation to Helen Hoertel**, retired Board member, to thank her for her many years of service to the Rolla Public Library. The Board also thanked **Tom Sager and Ralph Alexander** for their service on the Library Board.
  
- IV. **Watkins** introduced the newly hired Library Assistant Coordinator, **Salena Morgan.**
  
- V. **Mayor Magdits** reported that Dr. Diana Ahmad will take her place on the Library Board as of the June 2017 meeting. He is also speaking to two other potential board members. Trustee attendance responsibilities were discussed again by **Koenig.** **Koenig** agreed to continue to serve on the Board a little longer because of the high turnover of retiring Board members.
  
- VI. **Monthly Financial Review:**  
**Rogers** presented the financial report for the month ending April 2017.
  
- VII. **Budget for 2017-2018:** **Watkins** presented the Budget for 2017-18. Many budget items were discussed by the Board including adding Capital Expenditures in the Library Materials portion of the budget, staffing needs, and software upgrades for the computers. **Rogers** helped clarify the deficit in the budget on paper. **Alexander** made a motion to approve the Budget as submitted, **Linkeman** seconded. A voice vote was called for: **Yes - 5, No – 1.** The motion passed. **Rogers** asked if the Budget and Audits could be posted on the Library's website for public viewing. The option to buy a new microfilm reader was discussed with several other technical options that can be used for reading microfilm.
  
- VIII. **Review and Approval of Minutes:** **Stoecker** made a motion to approve the minutes of April 13, 2017, with one correction to paragraph 1 under New Business, to read **"The Policy Committee will meet to discuss and draft this change to the Meeting Room Policy"**, **Alexander** seconded and the minutes were approved.
  
- IX. **Director's Report:** **Watkins** reviewed her report with special attention to #3 regarding a proposed maintenance schedule of air conditioning units and computers to prevent problems in the future.

**X. Old Business: Rogers reported that the work on the front staircase will begin this fall by the City. Koenig reported on the work on the courtyard from Marcellus. He stated that:**

- 1. The Concrete work has been completed**
- 2. Wall will be primed in month of June**
- 3. Request to City to install benches and planters at the entrance to the courtyard will be made**
- 4. Plants for the planters will be donated by the Rolla Downtown Merchants Association**
- 5. Maintenance and upkeep of plants will be donated by staff of Kent Jewelry**
- 6. Mural will be scheduled for completion this summer**
- 7. Working with Dr. Dick Elgin to have a brass geodetic marker installed near the sidewalk.**

**XI New Business: Sager suggested that the library staff compile statistics on the use of the meeting room. No action was taken on this request.**

**XII. The Open Session was closed at 5:10 p.m. to go into Closed session by a motion made by Alexander and seconded by Stoecker.**

**XIII. The Board came out of closed session at 5:19 after discussing personnel issues.**

**XIV. Alexander made a motion to adjourn, Linkeman seconded and the meeting was adjourned at 5:20 p.m. the next meeting will be held on June 15, 2017 at 4:00 p.m.**

**Respectively Submitted**

**Melody Lloyd**

**Secretary**