

Rolla Public Library

Board of Trustees

May 17, 2018

- I. **Call to Order and Roll Call:** President Marcellus called the meeting to order at 4:00 p.m. Members present included **Ahmad, Bleckman, Denbo, Koenig, Linkeman, Lloyd, Marcellus, and White.**

- II. **Welcome to Visitors:** **Diana Watkins, Library Director, Steffanie Rogers, and Ashlyn Sherman** from **City of Rolla Finance Department**

- III. **Monthly Financial Review:**
Steffanie Rogers, City Financial Director presented the latest monthly financial report. The board had no questions.

- IV. **Budget Review:** **Rogers** then proceeded to discuss the proposed budget for Fiscal Year 2018-2019. **Ahmad** made a motion and **Koenig** seconded to put the financials and year end audit on the Library's web site. The motion passed. **Rogers** discussed how the Library budgeted their revenues each year to include anticipated salaries and utility analysis. **Bleckmen** made a motion to decrease the utility budget for Fiscal Year 2018-2019 from \$28,500. To \$20,500. **Ahmad** seconded the motion and it passed unanimously. **Rogers** also led a discussion concerning personnel and compensation. The board reviewed the organizational chart and pay scale. It was decided to implement an exit interview process and use a third person from the Rolla City Financial Department. A form will be created for these interviews. The meeting was then closed to the public to discuss staff salaries. **Ahmad** made a motion to implement a 1% COLA increase and a \$1.00 raise to include all full and part time employees. **Linkeman** seconded and the motion passed and will take effect July 1, 2018.

Denbo made a motion to suspend the rules and waive a second reading of the final budget. **Ahmad** seconded and the motion passed unanimously **Linkeman** made a motion to approve the budget as worded, **Ahmad** seconded and the motion passed unanimously..

V. Review and Approval of Previous Minutes:

Denbo made a motion to approve the minutes from April 2018, **Linkeman** seconded and the motion was approved.

- VI. Director's Report:** The Library Director's Report was reviewed. **Watkins** discussed the awarding of a \$7,454.00 grant for the S.N.A.I.L program. This is to add a literacy special needs program to our library. Planning for the Summer Reading Program is going strong with many donations from the community.
- VII. Old Business: Marcellus** gave a report regarding the full restoration of the front of the library to how it appeared in 1913. The board thanked the Bagnall family for finding three replacement lights dating from 1920 and to the City for the light rehabilitation and installation at no charge.
- VIII. New Business: Bleckmen** reported that the HVAC system repairs had been completed in the part of the building that houses the church. He will double check that all is working well. He will also work on the specifications and scope of work for bids on the needed outside painting to be completed. Request for proposals should be out in the next week or two. This bid should also include a \$1,000 allowance for wood repairs and any lead paint issues will need to be addressed.
- IX. Koenig** made a motion to adjourn the meeting at 5:40 p.m., **Ahmad** seconded and the meeting was adjourned. The next meeting will be June 21, 2018. This meeting will include election of Board officers for the 2018-2019 year. Proposed slate of officers include

President: Jim Marcellus, Vice President: Diana Ahmad, Secretary:
Amy Koenig, and Treasurer: John Denbo.

Respectively Submitted

Melody Lloyd

Secretary

