

Rolla Public Library
Board of Trustees
September 20, 2018

I. Call to Order and Roll Call: President Marcellus called the meeting to order at 4:00 pm. Members present included: **Diana Ahmad, Dale Bleckman, John Denbo, Amy Koenig, Brenda Linkeman, Jim Marcellus, Ruth Stoecker and Rachel White.**

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

III. **Monthly Financial Review:**

Steffanie Rogers, City Finance Director presented the latest monthly financial report.

IV. **New Business**

- A. Investment of funds. **Stoecker** motioned to approve 1.05% CD for 4 year term at Phelps County Bank. **Ahmad** seconded the motion. The motion passed.

V. **Review and Approve of Minutes of Previous Meeting: Ahmad** motioned to approve the minutes as submitted. **Denbo** seconded the motion. The motion passed.

VI. **Library Director's Report** - Conversation within Missouri libraries to have a summer reading program to focus on Missouri bicentennial in 2021 instead of the national theme typically used. New Staffing Schedule is underway. Assistant Library Coordinator will be handling scheduling and is currently working on a new schedule. A memorial donation received will be used to purchase more shelving in the children's area.

Staffing Plan for part-time employees presented by Watkins and Rogers. Based on this plan, they propose hiring one additional 16 hour employee. Staffing would increase to 13 part-time employees.

Linkeman motioned to remove temporary hiring freeze initiated in the August meeting. **Ahmad** seconded the motion. The motion passed

VII. **Old Business**

- B. Painting and Sealing exterior. J.A.Z Painting proposed \$16,500 to paint the main building with a \$2500 allowance to repair wood damaged from leaking gutters. No bids were received for cleaning and sealing gutters to not have same problem again. City of Rolla does have the staff to do the cleaning and can begin the cleaning by mid October. **Bleckman** motioned accept painting bid for \$16,500 plus \$2500 allowance to repair wood from J.A.Z. Painting, Jeff Zelasko proprietor. **Ahmad** seconded the motion. The motion passed
- C. Appropriate Use Policy updates proposed and tweaked. **Koenig** motioned to accept the Appropriate Use Criteria as modified. **Stoecker** seconded the motion. The motion passed.

- D. Location of Meeting - The board would like to move the monthly meeting to the Library's meeting room. Teen Scene has been scheduled on the third Thursday. This program will be moved to another Thursday in the month or later in the day.
- E. Review Strategic Plan - postponed to October meeting.

Ahmad motioned to adjourn the meeting at 4:58pm, **White** seconded and the meeting was adjourned. The next meeting is scheduled for Thursday, October 18 at 4pm in the meeting room of the Rolla Public Library.

Respectfully Submitted,

Amy Koenig, Secretary