

Rolla Public Library
Board of Trustees
Minutes of June 20, 2019

- I. **Call to Order and Roll Call:** President Marcellus called the meeting to order at 4:00 p.m. Members present included: Diana Ahmad, John Denbo, Amy Koenig, Brenda Linkeman, Jim Marcellus, and Becky Roberts.
- II. **Welcome to Visitors:** Rebecca Buckley, Interim Library Director, Steffanie Rogers, Fiscal Agent
- III. **Closed Session:** Denbo motioned that we move into closed session, Ahmad seconded, motion passed. 4:01 p.m. Closed Session.
- IV. **Reconvene Open Meeting-report from Closed Session:** 4:20 p.m. returned to open session. Steffanie Rogers spoke that the board decided to move forward with the appointing of a full-time Library Director and adding a second full-time Library Assistant.
- V. **Financial Review:** Steffanie Rogers reviewed the financial statements for the month of May 2019. Steffanie mentioned the Library's CD did renew for \$100,000 for 2.25% with \$2,200 interest received and that the board had already agreed to renew it. Amy Koenig motioned to invest an additional \$100,000 that Steffanie will place out to bid, John Denbo seconded, and motion passed.

Rebecca Buckley discussed that in regards to the bid proposals for a budgeted microfilm/fiche scanner more research needed to be completed before moving forward because it was discovered that the approved budgeted amount of \$6,000 is not enough.
- VI. **Review and Approve Minutes from Previous Meetings:** Steffanie Rogers discussed person responsible for taking minutes for the board. The board agreed to have Holli Hawkins from the Finance Office of the City of Rolla take the board meeting minutes. Reviewed minutes from open and closed session on May 23, 2019. Amy Koenig suggested a change to the open session minutes and all were in agreement. Diana Ahmad motioned to approve all the minutes, John Denbo seconded, and motion passed.
- VII. **Interim Library Director's Report:** Rebecca Buckley presented that the Summer Reading Program is going really well with additional help of the AmeriCorps volunteers, entertainment and events are showing high numbers of attendance. Many new ideas and programs are being explored as well as more advertising for upcoming events. The annual book sale went well. A new procedure manual for staff is being created. Currently, two part-time positions need to be filled.
- VIII. **Old Business:** Amy Koenig asked about the back railing getting finished and it is. The façade is being completed as well.

- IX. **New Business:** Diana Ahmad motioned for a new computer and printer for the Library Director. Steffanie Rogers recommended that the email software for the Library be looked at as well. The budget already included the purchase of 4 laptops/computers and the board agreed to go ahead with the purchase.

Diana Ahmad asked for more money to be spent on the children's books. The process has been implemented to identify collections that have missing books within the series, as well as tracking what types of books are being purchased and taking patrons and staff input to identify what collections and/or books need to be purchased.

Steffanie Rogers discussed the Smartboard that is non-repairable. A replacement would be \$3,500, so a laptop to be used with the the library's projector for \$900 would be purchased instead. This will happen after July 1. Diana Ahmad made the motion, Amy Koenig seconded, and the motion passed.

- X. **Report of Nominating Committee:** Jim Marcellus presented the Nominating Committee's suggestion of himself as President, John Denbo as Vice President, Diana Ahmad as Treasurer, and Brenda Linkeman as Secretary. Amy Koenig made a motion accept the Nominating Committee's suggestion of officers, Diana Ahmad seconded, and motion passed.

- XI. **Schedule next meeting date:** The next Library Board meeting will be Thursday, July 18, 2019 in the Conference Room at City Hall on the Finance floor.

- XII. **Adjourn:** Brenda Linkeman made the motion to adjourn, Diana Ahmad seconded, motion passed. Meeting was adjourned at 4:54 p.m.