

Rolla Public Library
Board of Trustees
Minutes of March 18, 2021

- I. **Call to Order and Roll Call:** Diana Ahmad called the meeting to order at 4:01 p.m. Members present included: Diana Ahmad, James Marcellus, John Denbo, Becky Roberts, Rachel White, Amy Koenig, Megan Johnson, Dale Bleckman and Brenda Linkeman.
- II. **Welcome to Visitors:** Rebecca Buckley, Library Director; Steffanie Rogers, City of Rolla Finance Director
- III. **Monthly Financial Review:** Steffanie Rogers explained that the financials would be presented at the April board meeting.
- IV. **Review and Approve Minutes from Previous Meetings**
 - a. February Open Session minutes – James Marcellus made the motion to approve, John Denbo seconded, motion passed.
- V. **Library Director’s Report:** Rebecca reported that curbside services and computer appointments are still working out very well and staff is busy making preparations to reopen the building. Three staff members have been vaccinated. Summer Reading Program planning is in high gear most of which will be virtual but with the library re-open, there will be some options for in-person activities. An Americorps volunteer will help assist this summer with programming. The new website should be “live” by the time of the board meeting. Some fillable online forms will be added such as, interlibrary loan, collection addition request, meeting room requests, book bundle requests, requests for the Library to present, etc. A new Spring Reading Incentive Program through Beanstack began March 1st and will end April 30th. PC Tech has installed all of the new Pcs and is installing the Chromeboxes now. Rebecca will check into donating the old computers to Camp Invention, Kaleidoscope, or the schools.
- VI. **Old Business:**
 - a. **Update on new website:** Update given in Director’s Report.
 - b. **Courtyard update:** Brenda reported to the board that work would begin mid-April.
- VII. **New Business:**
 - a. **Library reopening plan-discussion:** Rebecca discussed the options with reopening the Library to the public with safety for the employees and patrons of most importance. It was decided that the Library would open on March 29th and patron eleven and older would be asked to wear masks. Amy Koenig made the motion to approve, James Marcellus seconded, motion passed.
 - b. **Meeting room policy and form update (to include Zoo room):** Rebecca reviewed the new Meeting Room Policy and it was noted that instead of “resident of Phelps County”

be changed to current Library cardholder. John Denbo made the motion to approve, James Marcellus seconded, motion passed.

- c. **Revised Staffing Plan:** Steffanie Rogers reviewed the comparison of increasing current staff members' hours (new schedule provided by Rebecca Buckley) versus hiring a new part-time employee and the savings would be very small. It was her recommendation with the current staff to increase their hours and not hire a new part-time employee due to the excellent staff that is currently employed and the commitment made by them the last year with the COVID pandemic. The board agreed with the recommendation by Steffanie Rogers.

VIII. **Schedule next meeting date:** The next Library Board meeting will be Thursday, April 15, 2021 at 4:00 p.m. in person and available via Zoom.

IX. **Adjourn:** James Marcellus made the motion to adjourn, Brenda Linkeman seconded, motion passed. Meeting was adjourned at 4:57 p.m.