

Rolla Public Library
Board of Trustees
Minutes of August 19, 2021

- I. **Call to Order and Roll Call:** Diana Ahmad called the meeting to order at 4:00 p.m. Members present included: James Marcellus, Diana Ahmad, Amy Koenig, Brenda Linkeman (via phone), Becky Roberts, and John Denbo. Member(s) not present included: Rachel White.
- II. **Welcome to Visitors:** Rebecca Buckley, Library Director;
- III. **Monthly Financial Review:** July Financials were presented to the board by Holli Hawkins. Diana requested June Financials that were not presented last month for the files. She understands that the final June reports will not be available until after the fiscal year end has closes after September.
- IV. **Review and Approve Minutes from Previous Meetings**
 - a. June Open Session minutes - James Marcellus made the motion to approve, John Denbo seconded, motion passed.
 - b. July Open Session minutes - James Marcellus made the motion to approve, John Denbo seconded, motion passed.
- V. **Library Director's Report:** Rebecca reported that the Summer Reading Program was a hit! There was a total of 460 participants of which 223 completed reading 10 books or more or read 5 books and completed 5 activities. Each person the completed the program received 3 free books, a bunch of beads, and brag tags for their necklaces, a free coupon each weeks for a local treat, weekly small prizes and a frozen treat at the very end. Cash donations were received from Lions Club, Kingdom Kia, Town & Country and the Optimists Club and the Library sent them each a thank you card and one of the new framed signs to use if they like. The sign reads, "Proud Sponsor of the Rolla Public Library". In August, the programming slow down just a bit after the very busy summer. The paperwork for the new Emergency Connectivity Fund has been completed and plan on asking for another year of service for our 20 hotspots and 20 tablets. Just a reminder that the Library does not charge late fees. All current fines would be for the replacement cost of an item that wasn't returned. The Friends of the Library held their book sale and waiting on a total. The new railing is up in the courtyard. The all-day staff training with Missouri Evergreen went really well.
- VI. **Old Business:**
 - a. **Courtyard update:** Brenda Linkeman reported that the plants have been placed in the planters.
 - b. **Update on Missouri Evergreen:** Rebecca Buckley reported that Missouri Evergreen will go live September 9th and then there is a two week waiting period for ILL.
 - c. **Revisit library COVID precautions:** Discussion help and Library staff will continue to encourage the patrons to wear their masks.

VII. **New Business:**

- a. **Record purging for Missouri Evergreen migration:** Rebecca Buckley presented the board information on outstanding library fines. Rebecca recommended to purge the fines accrued before June 30, 2019. Amy Koenig made the motion to purge all patron fines accrued before June 30, 2019, James Marcellus seconded, motion passed.
- b. **Copy machine, new lease:** Rebecca Buckley explained that the old copy machine lease was up in about one month and a new machine lease would approximately \$41.00 less a month. Amy Koenig made a motion to lease a new machine, James Marcellus seconded, motion passed.
- c. **COVID Precautions for meeting rooms:** Rebecca presented the COVID form that was added to the meeting room requests. It asks what precautions will be taken and recommends no more than 10 people in the meeting room at once.

VIII. **Reporting of Nominating Committee:** James Marcellus motioned the following:

Diana Ahmad – President

John Denbo – Vice President

Amy Koenig – Treasurer

Brenda Linkeman – Secretary

Becky Roberts seconded, motion passed.

IX. **Schedule next meeting date:** The next Library Board meeting will be Thursday, September 16, 2021 at 4:00 p.m. in person and available via Zoom.

X. **Adjourn:** James Marcellus made the motion to adjourn, Becky Roberts seconded, motion passed. Meeting adjourned at 4:35 p.m.