

Rolla Public Library
Board of Trustees
Minutes of May 25, 2022

- I. **Call to Order and Roll Call:** Diana Ahmad called the meeting to order at 4:03 p.m. Members present included: James Marcellus, Diana Ahmad, Becky Roberts, Kristi Fleishhauer, Brenda Linkeman and Rachel White (via zoom). Member(s) not present included: John Denbo and Amy Koenig.
- II. **Welcome to Visitors:** Rebecca Buckley, Library Director
- III. **Monthly Financial Review:** Steffanie Rogers provided and reviewed the April financials.
- IV. **Presentation of 2023 Budget:** Steffanie Rogers presented and reviewed the proposed budget document to the board that included estimated ending Fiscal Year 2022 and proposed Fiscal Year 2023. Meeting was opened up to a public hearing for any questions, no public present, and no questions. James Marcellus made a motion to accept the budget as presented, Becky Roberts seconded, motion passed.
- V. **Review and Approve Minutes from Previous Meetings**
 - a. April Open Session minutes – James Marcellus made the motion to approve, Kristi Fleishhauer seconded, motion passed.
- VI. **Library Director's Report:** Rebecca reported that everyone is involved with the Summer Reading Program planning from unpacking activity supplies and books, decorating and marketing. The grant application for a third round of Emergency Connectivity Fund has been submitted for another year of funding for the 40 devices (20 tablets and 20 hotspots) and 500 hotspots. If awarded, then the Library will probably short-term (two week checkout) 100 hotspots and 20 tablets and long-term (one year checkout) to 420 applicants. Integrity did a walk through of the buildings, both internally and externally. The Children's Wing is in excellent condition whereas the other building (including PC Tech and the Chinese Mission) is in very bad shape. It will be 2-3 months before designs are completed. The Library is sending out so many items per month that the need for four days of courier services is needed now and most likely five days before the end of the fiscal year. The state grant funds only three courier days. The Friends of the Library book sale is June 9th – 11th. The Library received a grant from the Missouri State Library for \$4,000 to purchase Penworthy STEAM kits. The Library will pilot a small teen volunteer program with one teen and one adult and an adult volunteer program with one adult from our Friends of the Library. The HVAC system should be fixed soon. RTI will repaint and decal our book return box at the beginning of next school year. The courtyard will be used again as part of the Make Music Rolla Day on June 21st. The Library will also participate in the Celebration of Nations on September 24th. After the summer reading program, the Writer's Club will begin.
- VII. **Old Business:**

- a. **Revisit library COVID precautions:** After some discussion, placing the sign back up recommending the use of mask with the rising numbers was agreed upon.
- b. **Update on roof work plans:** An update and discussion was had during the Director's report.
- c. **Review final Open Meeting policy for bylaws:** The proposed form was reviewed and accepted by the board.
- d. **Library board officer changes:** A discussion was held on the board officer positions and who might be interested in one.

VIII. **New Business:**

- a. **Investment Realty – Property Management Agreement renewal:** A discussion was held on the agreement with special note that it did include no increases to rent and no subleasing. James Marcellus made the motion to renew the proposed agreement, Brenda Linkeman seconded, motion passed.
- b. **Jim Marcellus - farewell:** This item was postponed until the June board meeting.

IX. **Schedule next meeting date:** The next Library Board meeting will be Thursday, June 16, 2022 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 4:53 p.m.