

Rolla Public Library  
Board of Trustees  
Minutes of January 19, 2023

- I. **Call to Order and Roll Call:** Amy Koenig called the meeting to order at 4:04 p.m. Members present included: \*Becky Roberts, Kristi Fleischhauer, John Denbo, Amy Koenig, and Julie Peterman. Member(s) not present included: Rachel White and Brenda Linkeman

\*Note meeting began without a quorum and was an informational meeting only until 5:20 when Becky Roberts joined the meeting. All items voted on once there was a quorum.\*

- II. **Welcome to new board member Julie Peterman.**
- III. **Welcome to Visitors and Public Comment:** Terris Cates, Integrity Engineering and L.D. Curran, Bales Construction.
- IV. **Monthly Financial Review:** Steffanie Rogers did not review the December financials due to no quorum to approve while Steffanie was in attendance at the meeting. A couple of questions were asked about some expenses and Steffanie answered them.
- V. **Overview of roofing bids:** Terris Cates with Integrity Engineering presented the bids for the infrastructural failing/roof replacement for the building that the library owns (currently being rented by PC Tech and English Learning Center) to the board and discussed the reasoning to the amounts coming in higher than expected even though there was not a quorum to take a vote on the bids. Two bids were received from Bales Construction of Waynesville, Missouri (base bid of \$748,000) and from Cahills Construction of Rolla, Missouri (base bid of \$770,000). Terris showed the damage that has occurred over the last several years from water and poor roof repair or temporary fixes that have happened over time. He explained that a structural evaluation from two independent engineers to see what could be done to save the existing roof structure. The City of Rolla has approved the plans for the roof replacement. He went thru each item number of the bid and the cost submitted by the two bidders. Bales Construction came in the lowest. Trying to salvage the roof structure and just reroofing is not an option. An entire new roof and roofing needs to be done along with a new ceiling, the HVAC needs improvements that also include electrical work and several other improvements that were not anticipated. It was also pointed out by L.D. Curran of Bales Construction that this is a prevailing wages job. A discussion followed with questions from the board to Terris. The board could not vote on anything and choose to wait until a quorum was present to discuss more options including how the projected would be funded, short term alternatives or options with the building itself.
- VI. **Review and Approve Minutes from Previous Meetings**
  - a. December Open Session minutes – Kristi Fleischhauer made the motion to approve with, John Denbo seconded, motion passed.

VII. **Library Director's Report:** Rebecca Buckley shared that the Library will be awarded \$8800 from the Summer Program which is \$3,400 more than last year. Rebecca has not yet received an invitation to the training session in regards to the policy from the State Library. No word has been received on the ECF grant but have been they are behind. The Library is pretty close to reaching a certain limit that makes us go to a fifth courier day. Rebecca has been meeting with Steffanie in regards to some staff absences that has been a recurring issue. The Library should be receiving a check from the Friends of the Library for about \$8,000 this week. Rebecca presented the draft annual report for fiscal year 2021-2022 to the board.

VIII. **Old Business:**

- a. **Vote on roof bids:** Postponed due to further discussion.
- b. **Revisit library COVID precautions:** No changes to current precautions.
- c. **Strategic Planning Committee Report:** Amy Koenig reported that they were still brainstorming and may need to change direction depending on the outcome of the roof situation.
- d. **Update on c. 15 CSR 30-200.015 (from Ashcroft office):** Presented in director's report.
- e. **Circulations Policy for approval:** Tabled again until the February meeting.
- f. **Updated library registration card for approval:** Tabled until February meeting.

IX. **New Business:**

- a. **Temporary staff hire (16hrs/week):** Steffanie Rogers explained to the board that three current part-time employees have given Rebecca Buckley 16 hours back that they no longer want to work. The library just had a hiring process less than 6 months ago. The library currently has two volunteer employees. One volunteer does not want the 16 hours due to her family life and the other volunteer is 16 and would like the hours. Since the library just went through the hiring process and went through all of the applicants that applied, the board can do an internal advertisement and hire a temporary part-time employee and has probation for 6 months. After the 6 month probation, the board can hire the temporary employee or go out and post the application to the public. John Denbo made the motion to hire the employee that wants the hours temporary for the probation period and the board can make a decision after the 6 months, Kristi Fleischhauer seconded, motion passed.
- b. **Board secretarial duties:** Steffanie Rogers discussed that the board pays a flat fee to the City of Rolla per the contract. The amount would not change if the board secretary was to take the minutes. The board decided to revisit the topic at the end of the year.
- c. **Desist Zoom for board meetings:** Tabled to later in case of needing for special meetings and to have a quorum.
- d. **New board email accounts:** Rebecca Buckley handed out the new email addresses with the passwords for board members.

X. **Schedule next meeting date:** The next Library Board meeting will be Thursday, February 16<sup>th</sup> at 4:00 p.m. in person and available via Zoom.

XI. **Adjourn:** John Denbo made the motion to adjourn, Kristi Fleischhauer seconded, motion passed.  
Meeting adjourned at 5:27 p.m.