

Rolla Public Library
Board of Trustees
Minutes of July 20, 2023

- I. **Call to Order and Roll Call:** Kristi Fleischhauer called the meeting to order at 4:01 p.m. Members present included: Amy Koenig, John Denbo, Kristi Fleischhauer, Brenda Linkeman and Robert Haselwander. Members not present included: Becky Roberts, Rachel White and Julie Peterman. One vacancy remains.
- II. **Welcome to Visitors and Public Comment:** None.
- III. **Monthly Financial Review:** Steffanie Rogers reviewed the June financials.
- IV. **Review and Approve Minutes from Previous Meetings:**
 - a. Brenda Linkeman made the motion to remove Rachel White as present from the May 18, 2023 open session minutes. Amy Koenig seconded, motion passed.
 - b. June open session minutes – Amy Koenig made the motion to approve the minutes as submitted, Kristi Fleischhauer seconded, motion passed.
- V. **Library Director's Report:** The library received a \$7,000 check from the Friends of the Library for their past book sale. The library received a grant from the Waste Management Program for the book covering machine and supplies totaling \$2,842.60. Rebecca asked to close the library on August 1, 2023 for a staff meeting. The board agreed to close the library on August 1, 2023. Rebecca asked permission for the library to pay for her ALA (American Library Association) Membership. The board agreed to the library paying for the ALA membership.
- VI. **Old Business:**
 - a. Update on roof repair – There is another small leak in the English corner that Waylon is going to be fixing tomorrow. Jeremy will finish the ceiling tiles on Monday.
 - b. Revisit library COVID precautions – This item will be removed from future agendas.
 - c. Strategic Planning committee report – Amy Koenig presented the Strategic Planning report. John Denbo made the motion to adopt as presented. Robert Haselwander seconded, motion passed.
 - d. Furniture purchase with donation funds – Amy Koenig motioned to purchase the furniture from Demco as suggested by Rebecca Buckley. Brenda Linkeman seconded, motion passed.
 - e. Video camera purchase (Central Security) – Amy Koenig motioned to accept the video camera purchase. John Denbo seconded, motion passed.
- VII. **New Business:**
 - a. C. 15 CSR 30-200.015 Policy updates for approval –
 1. Circulation – Robert Haselwander motioned to approve the Circulation Policy as is, minus the 30 day to 60 day line item that will be amended. Brenda Linkeman seconded, motion passed.

2. Computer, Internet Access and Safety – Amy Koenig motioned to approve the revised computer, internet access and safety policy. John Denbo seconded, motion passed.
3. Exhibits and Displays – Brenda Linkeman motioned to accept and approve the exhibits and displays policy. Robert Haselwander seconded, motion passed.
4. Library Cards – Robert Haselwander motioned to approve the library cards policy with the edit of removing the \$20. John Denbo seconded, motion passed.
5. Collection Development – Amy Koenig motioned to approve the collection development policy. Robert Haselwander seconded, motion passed.
6. Meeting Room – Brenda Linkeman motioned to approve the meeting room policy as written. John Denbo seconded, motion passed.
7. Unattended Children – Amy Koenig motioned to approve the unattended children policy with the change of the appropriate use policy to “all library policies”. Robert Haselwander seconded, motion passed.

- b. Non-residency fee adjustment – This item was tabled until a later date.
- c. Personnel item for approval – Amy Koenig motioned to approve a 5% incentive for the two full time, non-salary employees. Brenda Linkeman seconded, motion passed.
- d. ECF hotspot grant – The board agreed to distribute the 540 hotspots as follows:
 1. 100 hotspots will be kept in the library for patrons to check out.
 2. 220 hotspots will be distributed to the residents of Rolla on Friday August 11, 2023 from 9:00 a.m. until 12:00 p.m.
 3. 220 hotspots will be distributed to the residents of Rolla on Saturday August 12, 2023 from 9:00 a.m. until 12:00 p.m.

VIII. **Schedule next meeting date:** The next Library Board meeting will be Thursday August 17th, 2023 in the meeting room of the Children’s Wing. Available in person and via zoom.

IX. **Adjourn:** John Denbo made the motion to adjourn, Brenda Linkeman seconded, motion passed. Meeting adjourned at 5:28 p.m.