

Rolla Public Library
Board of Trustees
Minutes of February 23, 2023

- I. **Call to Order and Roll Call:** Amy Koenig called the meeting to order at 4:01 p.m. Members present included: Kristi Fleischhauer, Amy Koenig, Brenda Linkeman, Becky Roberts (via zoom) and Rachel White (via zoom). Member(s) not present included: John Denbo and Julie Peterman. Two vacancies remain.
- II. **Welcome to Visitors and Public Comment**
- III. **Tour of 907 & 910 N. Pine Street Properties:** All present at the meeting took a quick tour of the properties to see and understanding the issue and damage from the leaking roof. Those on the Zoom call were able to join as Amy Koenig dialed in on her phone to make them a part of the tour.
- IV. **Monthly Financial Review:** Holli Hawkins presented the January financials. No one had any questions.
- V. **Review and Approve Minutes from Previous Meetings**
 - a. January Open Session minutes – Kristi Fleischhauer made the motion to approve with minutes with the below correction to first sentence of Overview of roofing bids section (see below), Brenda Linkeman seconded, motion passed.

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 Corner) 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.
- VI. **Library Director's Report:** Rebecca Buckley shared that the Library team continue to preparations for the Summer Reading Program. Donation letters have been sent out and already have received some. Rebecca and Steffanie have met with a couple of staff members regarding frequent absences and will follow up monthly with them. All evaluations for part-time employees have been completed and the fulltime employees will be completed next week. The Library will be hosting a cataloging training event with Missouri Evergreen on March 24th in the meeting room. Up to 15 participants from local MOE libraries will be attending to learn basic cataloging with someone from MOE presenting and the library will provide snacks. The Friends of the Library has given the library \$8,000 from their last book sale. Updates are being made to the annual report. Rebecca is working on a grant with Missouri Regional Planning Commission to fund a book-covering machine. It will cover books in 30 seconds with recyclable covers. The grant should fund the machine and a big selection of covers. Rebecca brought up that the Library windows have not been painted in a while and asked permission to contact a local

person that does window painting for several of the Rolla businesses and the board gave her permission to have it done every three to four months.

VII. **Old Business:**

- a. **Vote on roof bids:** After touring the properties at 908 & 910 N Pine Street, that the Library owns and observing the shoring and damage from the roof, Amy gave a short review of what has been happening with the issue to get all board members up to speed on the project, the board held a discussion on the bids received. Becky Roberts made the motion to reject all bids received, Brenda Linkeman seconded, motion passed. The board will discuss at the next board meeting what decisions should be made with the current tenants going forward. There was further discussion about hiring someone to look at the roof regularly and the board agreed to have the Strategic Committee look into this issue as a future project and the committee will look into any and all options and bring back options to the board in the spring or summer. Kristi Fleischhauer made the motion to hire a roofer to inspect the roof 12 times a year and resolve any water pooling found, Becky Roberts seconded, motion passed. It was agreed upon to find an inspector that will inspect the building/roof to insure it is safe in its current state and also to contact the Library's insurance agent.
- b. **Revisit library COVID precautions:** No changes to current precautions.
- c. **Strategic Planning Committee Report:** Amy Koenig reported that they will be meeting in March.
- d. **Update on c. 15 CSR 30-200.015 (from Ashcroft office):** Adjustments to some of the wording that are confusing and undefined have been made and is being sent to the JCAR (Joint Committee on Administrative Rules) committee and we should know more next month.
- e. **Circulations Policy for approval:** Rebecca presented the policy for approval. Kristi Fleischhauer made the suggestion to make some kind of notation on all policies to when it was approved and/or changes made. Kristi Fleischhauer made the motion to accept the policy, Brenda Linkeman seconded, motion passed.
- f. **Updated library registration card for approval:** Rebecca presented and explained the new registration cards. Brenda Linkeman made a motion to accept the new registration cards to be used with new or renewing juvenile patrons, Becky Roberts seconded, motion passed.
- g. **New board email account:** Rebecca asked if all the board members had gotten their emails up and working. A few were having some problems and Rebecca volunteered to help them figure it out.

VIII. **New Business:**

- a. **Book Page subscription:** Tabled until March meeting.

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

- X. **Adjourn:** Amy Koenig made the motion to adjourn, Brenda Linkeman seconded, motion passed.
Meeting adjourned at 5:26 p.m.