

Rolla Public Library
Board of Trustees
Minutes of April 18, 2024

- I. **Call to Order and Roll Call:** Kristi Fleischhauer called the meeting to order at 4:01 p.m. Members present included: Amy Koenig, Becky Roberts, Kristi Fleischhauer, Brenda Linkeman, Julie Peterman, and Robert Haselwander. Member(s) not present included: Rachel White and John Denbo. One vacancy remains.
- II. **Welcome to Visitors and Public Comment:** No requests for public comment were submitted.
- III. **Monthly Financial Review:** John Denbo was not present for the meeting, but noted in an email that things looked good on the financials. The board members had no concerns.
- IV. **Review and Approve Minutes from Previous Meetings:** March session minutes – Amy Koenig motioned to approve minutes. Becky Roberts seconded, and the motion passed.
- V. **Library Director’s Report:** The memory kits will be available for checkout soon. Donations for \$3400 have been received for the summer reading program. Over twenty-five applications have been submitted for the full and part-time positions available. Interviews will begin the following week. The director will discuss a grant for aging with the arts to the fiber arts group that meets in the library. The director would like to purchase two shades for the area by the magazines for \$298 each. A total of four are needed in the library. Two shades will be purchased now and the other two purchased later. A new divider will be purchased for the meeting room. The upcoming budget will be reviewed for funds to be used to improve the video system in the children’s library.
- VI. **Old Business:**
 - a. Strategic Planning Committee: Nothing to report at this time.
 - b. Form Review:

Amy Koenig motioned to approve the **Public Comment Form**. Becky Roberts seconded. Motion passed.

Julie Peterman motioned to approve the **Open Meeting Policy Form**. Robert Hasselwander seconded. Motion passed.

Becky Roberts motioned to approve the **Statement of Concern Form** adding an area asking if the library director may contact, removing the district vocabulary, and adding an area for the date contacted by the director. Amy seconded. Motion passed.

Brenda Linkeman motioned to approve the **Collection Policy** with the removal of city and county and the addition of a three-year time limit on title challenge. Becky Roberts seconded. Motion passed.
- VII. **New Business:**
 - a. **Chain of Command Review:** Kristi Fleischhauer reminded the board that the library director is the custodian of records if a request for records is made, forward it to her.

Anything received regarding the library should be given to her for documentation. The director will share information with the entire board.

- b. **Side Parking Lot:** Rebecca Buckley reported that the pothole has been repaired. The full-depth patching of concrete was estimated to cost \$3000. Robert Hasselwander motioned to approve spending \$3000 and bring the issue back to the board if the expenditure is more. Brenda Linkeman seconded. Motion passed.
- c. **Email Newsletter:** The Library Email Newsletter will be sent monthly. It will announce programs, focus on staff members or patrons of the month, and a Rolla history blurb. The public release form will be used when gathering information. The first issue is coming in May.

VII. **Schedule next meeting date:** The next Library Board meeting will be Thursday, May 16, 2024, at 4:00 p.m. in the meeting room in the Children's Wing in person and available via Zoom.

VIII. **Adjourn:** Amy Koenig made the motion to adjourn, Robert Haselwander seconded, and the motion passed. The meeting adjourned at 4:41 p.m.