

**Rochester Public Library District Board of Trustees Meeting
September 21, 2017**

Part I: Public Hearing for Combined Annual Budget and Appropriation Ordinance

Meeting called to order (Part 1): 6:08 p.m. by President Matt Fuller

Trustees present: President Matt Fuller, Vice President Diana Kerr-Herrmann, Treasurer David Hicks, Secretary Elaine Honomichl-Lewis, Trustee Fred Roese, Trustee Sarah Deen, Trustee Jessica Ingold

Visitors: None

Library Staff: Director Janet McAllister, Audrey Mock

Public Comment: None

B and A Ordinance Adopted

No public comments have been received. John Ellis, Rochester Library Board attorney, provided 2 versions of budget. The library board reviewed both versions. Motion by Trustee Roese to approve Version 1, with a second by Trustee Ingold. The motion was carried unanimously.

Part I-Adjournment: With no additional items to discuss a motion for adjournment for Part I at 6:25 p.m. by Trustee Roese with a second by Treasurer Hicks and passed by acclamation.

Part II: Board of Trustees Meeting

Meeting called to order (Part II): 6:26 p.m. by President Matt Fuller

Trustees present: President Matt Fuller, Vice President Diana Kerr-Herrmann, Treasurer David Hicks, Secretary Elaine Honomichl-Lewis, Trustee Fred Roese, Trustee Sarah Deen, Trustee Jessica Ingold

Visitors: None

Library Staff: Director Janet McAllister, Audrey Mock

Public Comment: None

Approval of Special Library Board Meeting Minutes: Board reviewed the open, Special Meeting minutes of Aug. 19, 2017 with motion by Treasurer Hicks with a second by Trustee Ingold and was approved by Trustee Roese, Secretary Honomichl-Lewis, Vice President Kerr-Herrmann, President Fuller and Trustee Deen abstaining.

The Board reviewed the open, Special Meeting minutes of Sept. 2, 2017 with Vice President Kerr-Herrmann making a motion to approve the minutes as presented with a second by Trustee Deen. Approved by Vice President Kerr-Herrmann, Secretary Honomichl-Lewis, Treasurer Hicks, President Fuller, Vice-President Kerr-Herrmann and Trustee Roese, Trustee Deen, Trustee Ingold.

Treasurer's Report/Approval of Bills: One of the \$45,000 CDs came due; interest was put into checking and CD was renewed.

Approval of bills for August occurred with a motion by Vice President Kerr-Herrmann, second by President Fuller. The motion was carried unanimously.

Unfinished Business:

A. Architect Selection Process

- 1) apaceDesign #1 choice of firms interviewed
- 2) apaceDesign provided draft contract for review; John Ellis, Rochester Library attorney reviewed and provided comments.
- 3) The Library Board reviewed draft contract, discussed and suggested Fred Schlipf of U of I also review.
- 4) President Fuller to send draft contract to Fred Schlipf, of U of I, for review.
- 5) The board agreed process will be to negotiate contract with apaceDesign and if agreement not reached, move to second choice.

B. Audit

The audit needs to be done prior to the comptroller report, which is due Dec. 21, 2017.

Sikich provided a proposal to conduct Rochester Library financial audit. The proposal was reviewed and a motion to approve the proposal by Treasurer Hicks with a second by Trustee Deen. The motion was carried unanimously. Audrey Mock to contact Skich.

Committee Reports:

Personnel: The Personnel Committee met with Director McAllister in Aug. to review Director's 2017-2018 goals. Edits were made during the meeting to the current Director's evaluation. The Board reviewed the edits. Two additional changes were discussed and will be made on pages 5 and 10. A motion by President Fuller to approve the changes and edits to the Library Director's 2017-2018 goals was made with a second by Vice President Kerr-Herrmann. The motion was carried unanimously.

Finance: No meeting.

Joint Use: No meeting.

New Business:

- 1) Per Capita Review presented. Rochester Library has trained staff in the necessary safety requirements; a review/confirmation of the safety checklist has been done with library staff.
- 2) Active threat training has been done.
- 3) Safety standards have been reviewed and library is in compliance.
- 4) A suggestion was made by Director McAllister to incorporate language into the current library's policy for active threat.

Other Business:

- 1) President Fuller and Director McAllister met with a not-for-profit organization called Every Library. It helps libraries with expansion efforts and is a free service.
- 2) Every Library can assist with polling of the community to see how it feels about adding a referendum for an expansion project. They suggested a poll be conducted Spring of 2018 and adding a question on the ballot in 2019 (if favorable).
- 3) Every Library can also assist with community engagement and how to look into funding options for an expansion.

Communications: Director McAllister shared with the Board thank you notes, newspaper articles and other communications from patrons.

Director's Report:

- 1) Director McAllister reviewed stats for Aug./Sept.
- 2) Director McAllister also shared the highlights from the well-attended visit of the Librarian of Congress, Dr. Carla Hayden to the Rochester Public Library.
- 3) The new library software is efficient, easy to use and an effective tool for tracking registrations.
- 4) Library staff participated in recent events at the Rochester Schools in Aug/Sept resulting in students coming to library events and checking out materials.

Next Regular Meeting Date: October 12, 2017 at 6 p.m.

Part II-Adjournment: With no additional items to discuss a motion for adjournment at 7:45 p.m. by Trustee Roese with a second by Treasurer Hicks and passed by acclamation.

Elaine Honomichl-Lewis, Secretary