

**Rochester Public Library District Board of Trustees Meeting
October 12, 2017**

Meeting called to order: 6:00 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 Jessica Ingold

Trustee absent: Sarah Deen

Visitors: None

Library Staff: Director Janet McAllister, Audrey Mock

Public Comment: None

Approval Library Board Meeting Minutes: Board reviewed the September 21, 2017 regular meeting minutes. Revisions were made and a motion to approve the revised minutes was made by Trustee Roese with a second by President Fuller and was approved by acclamation.

Treasurer's Report/Approval of Bills: The Treasurer's report was reviewed and approved with a motion by Secretary Honomichl-Lewis with a second by Trustee Ingold. The motion was carried unanimously.

Unfinished Business:

A. Contract with Architect apaceDesign-Mark@apaceDesign

- 1) Incorporated John Ellis, Rochester Library attorney comments into contract
- 2) Fred Schlipf of U of I reviewed and is ok with contract
- 3) Project will take 3 months to complete
- 4) There will be up to two review meetings with Library Director and Library Board.

Vote was taken to approve contract with apaceDesign. Motion to approve by President Fuller, second by Vice President Kerr-Herrmann. Approved by Trustee Ingold, Treasurer Hicks, Trustee Roese. President Fuller, Vice President Kerr-Herrmann, Secretary Honomichl-Lewis.

B. Audit Update

Sikich sent an engagement letter for audit. The Library Board reviewed and discussed. According to 50 ILCS 310/3-Governmental Account Audit Act, an audit needs to take place every four years when receiving revenue of less than \$850,000 in any fiscal year. The Rochester Library's last audit was conducted in 2015, with the next audit due 2019. The board discussed postponing the audit until 2019. A motion was made by Treasurer Hicks with a second by Vice President Kerr-Herrmann to postpone audit until 2019. Approved by President Fuller, Trustee Ingold, Secretary Honomichl-Lewis, Trustee Roese, Treasurer Hicks, Vice President Kerr-Herrmann.

Committee Reports:

Personnel: No meeting.

Finance: No meeting.

Joint Use: No meeting.

New Business:

- 1) Levy Ordinance was reviewed. Motion to approve by Vice President Kerr-Herrmann with a second by President Fuller. Approved by Trustee Ingold, Treasurer Hicks, Trustee Roese, Secretary Honomichl-Lewis, President Fuller and Vice President Kerr-Herrmann.
- 2) Workplace Violence/Active Shooter Policy was reviewed. Motion to approve by Vice President Kerr-Herrmann with a second by Trustee Ingold. Approved by Trustee Roese, Treasurer Hicks, President Fuller, Vice President Kerr-Herrmann, Trustee Ingold, Secretary Honomichl-Lewis.

Other Business:

- 1) President Fuller and Director McAllister will meet with Every Library on October 13th to discuss how to conduct polling for a referendum. Every Library helps libraries with expansion efforts and is a free service.
- 2) Fundraising group needs to be established for the expansion plan of the Rochester Library. The Friends of the Rochester Library will be consulted regarding best approach for establishing such a group.

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
- 2) Director McAllister also shared the highlights from the ILA Conference.

Next Regular Meeting Date: November 9, 2017 at 6 p.m.

Adjournment: With no additional items to discuss a motion for adjournment at 7:12 p.m. by Treasurer Hicks with a second by President Fuller Hicks and passed by acclamation.

Elaine Honomichl-Lewis, Secretary