

**Rochester Public Library District Board of Trustees Meeting
June 14, 2018**

Meeting called to order: 6:00 p.m. by President Matt Fuller

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

Trustees Absent: None

Visitors: No visitors

Library Staff: Director Janet McAllister, Audrey Mock

Public Comment: None

Approval of Library Board Meeting Minutes: Board reviewed the regular meeting minutes from May 10, 2018. A motion was made by Vice President Kerr-Herrmann with a second by Trustee Deen to approve the minutes. Minutes were approved by Trustee Ingold, Vice President Diana Kerr-Herrmann, Treasurer David Hicks, Secretary Elaine Honomichl-Lewis, Trustee, Sarah Deen, President Matt Fuller with Trustee Roese abstaining.

Treasurer's Report/Approval of Bills:

Technology for patron use was an additional \$600 and will be covered by another line item; health insurance to be covered by salary line item for June. A motion was made by Vice President Diana Kerr-Herrmann with a second by Trustee Ingold and passed by acclamation.

Unfinished Business:

- A. Friends of the Rochester Library will be forming a Vote Yes Committee. \$2500-\$3000 will be needed to run the campaign and will require volunteers.
- B. Ever Library- Talks with community leaders continues and will need to be completed by mid July. The goal is to get feedback and ideas for the library expansion from community leaders.

Committee Reports:

Personnel: Met May 21st and discussed outsourcing bookkeeper functions to an accounting firm.

- A. Director McAllister and Audrey Mock to meet to list additional functions (outside of bookkeeping) that Audrey does to see how they could be handled by current library staff.
- B. The board discussed how the outsourcing of the bookkeeping functions would be handled.
- C. A motion to outsource bookkeeping functions was made by Treasurer Hicks with a second by Vice President Kerr-Herrmann and approved by Trustee Ingold, Vice President Kerr-Herrmann, President Fuller, Secretary Honomichl-Lewis, Trustee Deen, Treasurer Hicks, and Trustee Roese.

Finance: The Finance Committee presented and reviewed the working budget with the board. There will be an increase of the overall budget by 3.4% in 2018/2019. A motion was made by Trustee Deen with a second by Vice President Diana Kerr-Herrmann and passed by acclamation.

Joint Use: Met on May 24, 2018. The Joint Use Agreement was reviewed at meeting. It was discussed by the Library Board that there's a need to further review with the Joint Use Committee regarding scope of any project/expense before it occurs and is approved. Also, staff time required for joint use items should be considered. Next meeting will occur in August, 2018.

Building Committee: No meeting.

New Business:

James Rachlin from Meristem Advisors, LLC presented to the board his firm's services.

- A. They specialize in municipal bonding help, budgeting, levy, financial planning.
- B. They have 25 years experience working with libraries and other municipal clients. James presented how they help libraries plan and execute their referenda and how his firm could help The Rochester Public Library.
- C. He also presented and discussed a dual versus single question on the referenda.
- D. Upon completion of James Rachlin's presentation, the board discussed his services and experience working with libraries. A move was made by Trustee Deen with a second by Secretary Honomichl-Lewis to engage Meristem Advisors to help the Rochester Public Library with financial planning of the bond and was approved by Vice President Kerr-Herrmann, Trustee Roese, Trustee Ingold, President Fuller, Secretary Honomichl-Lewis, Trustee Deen, and Treasurer Hicks.

E. At they next Friends meeting, it will be discussed if the referenda will occur in November or April.

F. Meeting dates for the Rochester Public Library board were reviewed. A motion was made to approve these date by Trustee Ingold with a second by Trustee Deen and passed by acclamation.

G. Holiday Closure Schedule of the Rochester Public Library was reviewed and discussed. A move to approve the schedule was made by Vice President Kerr-Herrmann with a second by Trustee Deen and passed by acclamation.

H. Prevailing Wage Ordinance was reviewed and discussed with a motion by Vice President Kerr-Herrmann and a second by Trustee Roesse and passed by acclamation.

I. Next month, the Director's year-end evaluation form will be distributed to board members to complete.

J. The report from the accounting firm Eck, Schafer and Punke was reviewed. Eck, Schafer and Punke reviewed the Library's Amazon account and internal controls. The report shows that everything is in order with the Amazon account and suggested the library just have an Amazon business account with a formal policy and procedures in place.

Other Business: None

Communications:

Director McAllister shared newspaper articles and thank you notes from patrons.

Director's Report:

- A. Staff evaluations are in process.
- B. An Eagle Scout project may occur outside near the garden and is currently being reviewed.
- C. The Farmer's Market had its 2nd week and numbers were good.
- D. Summer reading program numbers are up over last year; Summer Recreation Program numbers are on target.

Next Regular Meeting Date: July 12, 2018 at 6 p.m.

Adjournment: With no additional items to discuss a motion for adjournment at 8:17 p.m. by Trustee Roesse with a second by President Fuller and passed by acclamation.

Elaine Honomichl-Lewis, Secretary