

**Rochester Public Library District Board of Trustees Meeting
May 10, 2018**

Meeting called to order: 6:01 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

Trustees Absent: Trustee Fred Roese and Trustee Jessica Ingold

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 April 12, 2018—both the open and closed minutes. Closed minutes--edit was noted to move item from closed minutes to open minutes. Motion was made by President Fuller with a second by Treasurer Hicks and approved by acclamation. The open minutes were reviewed. A motion was made by Vice President Kerr-Herrmann with a second by President Fuller and approved by acclamation.

Treasurer's Report/Approval of Bills:

There will be an additional payment for the health insurance and all will be paid up through end of May. The treasurer's report was reviewed and approved with a motion by Secretary Honomichl-Lewis with a second by Vice President Kerr-Herrmann. The motion was carried unanimously.

Unfinished Business:

- A. EveryLibrary- A call with John Chrastka from EveryLibrary occurred on April 20. The feedback from the Social Hour was positive regarding the library expansion. Next steps include conversations with leaders in the community and will need to be completed by mid July.
- B. apaceDesign is done with the first phase of work. No additional work will be done until the referendum passes.
- C. Jamie Raichlin, independent financial advisor, will come to June meeting to describe how to write one question for the referendum. John Ellis and President Matt Fuller to have a call to discuss the one question referendum and appropriate approach.

Committee Reports:

Personnel: Met and reviewed staff pay raises for new fiscal year. The next step is to have the Finance Committee review.

Finance: The plan is to move appropriate line items from Furniture and Equipment to balance the budget. A motion by President Fuller with a second by Secretary Honomichl-Lewis to move \$ from Furniture and Equipment to the following categories: Building Maintenance, Watts Lease, Telephone/Internet Service, Printing and Communications, Technology for Patron Use, Consortia Expense. A motion was made by President Fuller with a second by Secretary Honomichl-Lewis and approved by Vice President Kerr-Herrmann, President Fuller, Trustee Deen, Treasurer Hicks, and Secretary Honomichl-Lewis.

Joint Use: Next meeting is scheduled for May 24, 2018.

Building Committee: No meeting

New Business:

- A. Non-resident fee for a library card will be \$136 and is based upon the administrative rules from the Secretary of State, Jesse White, currently the Illinois State Librarian. A motion for this fee was made by Treasurer Hicks with a second by Trustee Deen and passed with acclamation.
- B. Naming Rights Policy was reviewed and discussed. It was suggested that a naming rights option for the Rochester Library be added to the policy. A motion was made by President Fuller with a second by Trustee Deen and was passed by acclamation.
- C. Alcohol Policy revision was reviewed. A minor update was made. A move by Treasurer Hicks with a second by Secretary Honomichl-Lewis and was approved by acclamation.
- D. The OMA was reviewed. The Trustees discussed the requirements of the Open Meetings Act and the key points that relate to Library Board activities.

Other Business

- A. The engagement letter for Eck, Schafer and Punke was reviewed. Eck, Schafer and Punke will review the Library's Amazon account and internal controls. Their report will include recommendations and suggested improvements.
- B. City of Springfield will send a letter to the Rochester Library Board regarding a new annexation.

Communications:

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

Director's Report:

- A. A Per Capita check was received from the state of Illinois for \$6206.08
- B. The Rochester Women's Club to sponsor one of the summer reading programs
- C. A \$4500 grant for the Parent/Teacher Collection was awarded to the Rochester Library.
- D. Summer Rec and Summer Reading Program sign up to occur next Thursday from 4:30-7 PM.

Next Regular Meeting Date: June 14, 2018 at 6 p.m.

Adjournment: With no additional items to discuss a motion for adjournment at 7:20 p.m. by Trustee Deen with a second by President Fuller and passed by acclamation.

Elaine Honomichl-Lewis, Secretary