

**Rochester Public Library District Board of Trustees Meeting
July 12, 2018**

Meeting called to order: 6:07 p.m. by President Matt Fuller

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

Trustees Absent: Vice President Diana Kerr-Herrmann

Visitors: Mike Nelms and Bradley Blather from Lazerware

Library Staff: Director Janet McAllister, Circulation Manager Lorachelle Purdy

Public Comment: None

Approval of Library Board Meeting Minutes: Board reviewed the regular meeting minutes from June 14, 2018. A motion was made by Trustee Roese with a second by Treasurer Hicks to approve the minutes. Minutes were approved by acclamation. Closed Session Minutes Report: A review was conducted by Treasurer Hicks and Secretary Elaine Honomichl-Lewis. Everything is to remain in closed minutes at this time.

Treasurer's Report/Approval of Bills:

End of the year budget was reviewed and is within budget for the fiscal year. A motion was made to approve the Treasurer's Report by Trustee Ingold with a second by Trustee Deen and approved by Treasurer Hicks, Trustee Roese, Trustee Deen, Secretary Honomichl Lewis, President Fuller and Trustee Ingold.

Lazerware Presentation: Mike Nelms and Brad Blather presented computer/IT services Lazerware can offer Rochester Library. They have worked with over 70 libraries over 20 years providing computers and IT support services.

Budget Discussion: The 2018-2019 working budget was presented and reviewed. The working budget also includes an allocation for Lazerware. A motion by Trustee Deen to approve the working budget with a second by Secretary Honomichl Lewis and approved by Treasurer Hicks, Trustee Deen, Trustee Roese, President Fuller, Secretary Honomichl Lewis, and Trustee Ingold.

Vote to Approve Lazerware: A vote to engage Lazerware for computer/IT services for the library with a motion from Trustee Deen with a second by Treasurer Hicks and approved by Trustee Roese, Trustee Ingold, President Fuller, Treasurer Hicks, Trustee Deen and Secretary Honomichl Lewis.

Unfinished Business:

Building Expansion—

A. Interviews with leaders will continue.

B. A conference call with Everyday Library to occur on July 25th.

C. Friends of the Rochester Library need to know if date of the referenda (Nov. or April); will be confirmed during August meeting.

D. The approach to obtaining bonds will need further discussion and review.

Committee Reports:

Personnel: Met 6/29-bookkeeping duties to go to outside firm. Library staff will need to handle additional functions resulting in an additional 4 hours per week. The

plan is to meet again end of August to see impact of additional duties. The Board Treasurer will check/call when CDs are due and report to Board.

Joint Use: No meeting.

Building Committee: No meeting.

New Business:

A. Bond Counsel Mike Southworth from Hart, Southworth and Witsman sent a proposal outlining what they will do as bond counsel. and reviewed what they'll do. President Fuller ran by Rochester Library Attorney, John Ellis.

-No cost for their services until the bond passes.

-Vote to engage Hart, Southworth and Whitman as bond council motion by Trustee Ingold with a second by Trustee Deen and approved by President fuller, Trustee Ingold, Trustee Deen, Trustee Roese, Treasurer Hicks and Secretary Honomichl Lewis.

B. Cowan, Epperson and Associates Accounting Services

--Intent to start Monday, July 16.

--Motion to engage Cowan, Epperson and Associates to perform monthly bookkeeping functions by Secretary Honomichl Lewis with a second by President Fuller and approved by Treasurer Hicks, Trustee Roese, Trustee Deen, President Fuller, Trustee Ingold and Secretary Honomichl Lewis.

--Meristem Advisors Letter of Engagement was sent to President Fuller. Further review is needed by Rochester Library attorney John Ellis before further review and vote by board in August.

--Memorandum of Understanding to Village Joint Use Agreement

•If expansion passes, intergovernmental agreement will need to be updated.

•Through Joint Use, an MOU will need to be developed and an IGA if expansion occurs. Aug. 16 is next Joint use meeting and will discuss at this meeting.

--Watts Copier Lease—was reviewed and discussed. A motion to approve the lease was made by Treasurer Hicks with a second by Trustee Deen and approved by Trustee Ingold, Trustee Roese, Treasurer Hicks, Trustee Deen, Secretary Honomichl Lewis and President Fuller.

--IPLAR –annual reports to the state; numbers are close to last year.

--Director's Year End Evaluation is due by July 20th. Evaluation will occur end of August.

Other Business:

--An insurance policy review will be conducted by two board members (Trustee Deen and Treasurer Hicks) to determine if the library has adequate coverage.

--Prevailing Wage Act/Rates were published in the newspaper to make sure in compliance.

Communications:

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

Director's Report:

A. Summer Reading Programs have had high attendance.

B. There will be a new spotlight on volunteers published in newsletter.

Next Regular Meeting Date: August 9, 2018 at 6 p.m.

Adjournment: With no additional items to discuss a motion for adjournment at 8:10 p.m. by Trustee Roese with a second by Trustee Ingold and passed by acclamation.

Elaine Honomichl-Lewis, Secretary