

**Rochester Public Library District Board of Trustees Meeting  
September 18, 2018**

**Public Hearing for Combined Annual Budget and Appropriation Ordinance**

**6:03 – call to order by President Matt Fuller**

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

**Visitors:** Carole Strick, President of the Friends of the Rochester Public Library District

**Library Staff:** Director Janet McAllister

**Public Comment:**

Carole asked if she could make copies of the informational sheet prepared by the library to distribute as part of the Vote Yes committee activities. The Vote Yes Committee will pay to make the copies. The Board agreed.

Carole also reported that they were going to make and distribute more yard signs.

**B and A Ordinance Adopted**

Short discussion and motion to approve the B and A Ordinance by Fuller with a second by Kerr-Herrmann and also approved by Roese, Hicks, Deen, Honomichl Lewis, Kerr-Herrmann, Fuller, and Ingold.

Meeting was adjourned at 6:23

**Regular Meeting Rochester Public Library District Board of Trustees**

**Meeting called to order:** 6:23 p.m. by President Matt Fuller

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

**Visitors:** None

**Library Staff:** Director Janet McAllister

**Public Comment:** None

**Approval of Library Board Meeting Minutes:** Board reviewed the regular meeting minutes from August 9, 2018. A motion was made by Roese with a second by Hicks to approve the minutes. Minutes were approved by Hicks, Fuller, Honomichl Lewis, Ingold, Deen Kerr-Herrmann, and Roese.

**Treasurer's Report/Approval of Bills:**

One CD is coming due on 10/7 and will be not renewed at this time and placed into an account to determine if funds will be needed as part of the library expansion plan. A motion to not renew the current CD and place into an account until such time it's needed was made by Hicks with a second by Kerr-Herrmann and approved by Ingold, Kerr-Herrmann, Fuller, Honomichl Lewis, Deen, Hicks and Roese. The Treasurer's Report and bills were also reviewed and a motion to approve the Treasurer's Report and Bills was made by Fuller with a second by Ingold and approved with acclamation.

**Unfinished Business:**

Building Expansion—

- A. Draft schedule for expansion and remodeling was reviewed.
- B. A list of questions for the board to review and discuss at future meetings was shared.

**Committee Reports:**

**Personnel:** Met 9/11 to review/discuss new bookkeeping process with outside service. An additional meeting will occur next week to review process.

**Finance:** No meeting

**Joint Use:** Met on 8/18. Insurance bill is on schedule and will be paid in Nov. An agreement was reached regarding community room and use of library administration/staff time will be reimbursed (30% of fee to pay for this time). Finance Committee recommends the administrative reimbursement be listed/tracked under misc. Income line item in budget. Further discussion regarding joint use agreement and updates to the building will occur after Nov. election.

**Building Committee:** No meeting

**New Business:**

- A. Per Capita Requirements--board members were to watch to read and watch online; this was completed.
- B. Disaster Policy--the policy was revised and reviewed. A motion to approved the revised Disaster Policy was made by Fuller with a second by Hicks and approved by acclamation.

**Other Business:** None

**Communications:**

Director McAllister shared patron donations, newspaper articles and thank you notes..

**Director's Report:**

The Friends of the Library Social Hour will be Oct. 2 from 5:30-7:30 and will include presentations regarding the proposed library expansion project.

**Next Regular Meeting Date:** The next meeting date is October 11, 2018 at 6 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:33 p.m. by Roese with a second by Ingold and passed by acclamation.

Elaine Honomichl-Lewis, Secretary