

**Rochester Public Library District Board of Trustees Meeting
December 13, 2018**

Meeting called to order: 6:02 by President Matt Fuller

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

Trustees absent: Trustee Sarah Deen

Visitors: Berny Byerly, Kathryn Elder, Nora Elder, Lisa Olson, Denise Rainford, Laurie Wright, Barry Wright, Ben Garrett, Ray Bruzan, Pam Bruzan, Keshia Barbee, Lorachelle Eck, Lindsey Capitano, Vanessa White

Library Staff: Director Janet McAllister

Public Comment: Members of the Rochester Community provided public comment regarding the recent referendum that didn't pass for the expansion of the library. Berny Byerly feels the library is an epicenter for Rochester and the expansion is needed. The current space is at capacity. She feels outreach to parents in the 30 to 40 year old group would be beneficial for any future referendum efforts to gain their support. Kathryn Elder would like to see the library expand while her children are younger. She sees it as such a value to her family who use it every week. Lisa Olson, a new resident to Rochester, uses the library continuously and sees it as an amazing resource to the community.

The group expressed a desire to put the referendum for the library expansion on an upcoming election ballot and discussed when it would be appropriate to do so. They felt the referendum vote was close, and that a library expansion is needed in order to appropriately serve the Rochester Community currently as well as into the future. Another concern raised is that the operating budget of the library has not been increased since 2003--current services and operations can't continue at the same levels without an increase, and will translate into less offerings, programs, and an impact on operating hours.

The group identified the April 2021 election as a possibility, and agreed that there's a need to build a *Vote Yes* group for a future expansion before it goes back to ballot. It was discussed that the visitors in attendance could start the *Vote Yes* group; names and email information was collected and follow up will occur soon to form the group.

Approval of Library Board Meeting Minutes:

A. Board reviewed the regular meeting minutes from Nov. 8, 2018. A motion was made by Kerr-Herrmann with a second by Fuller to approve the 11/08/18 minutes. Minutes were approved by Hicks, Honomichl Lewis, Fuller, Kerr-Herrmann with Roese and Ingold abstaining.

B. Special Meeting Minutes from 11/14/18 were reviewed. A motion was made to approve minutes as amended by a motion by Hicks with a second by Trustee Roese and were approved by acclamation.

Treasurer's Report/Approval of Bills:

A. Treasurer's report and bills were reviewed. A motion to approve was made by Fuller with a second by Kerr-Herrmann and approved by Ingold, Kerr-Herrmann, Fuller, Honomichl-Lewis, Hicks, and Roese.

Unfinished Business: None

Committee Reports:

Personnel: No meeting

Finance: No meeting

Joint Use: No meeting. A bill for extra trash pickup was returned to the Village unpaid as it was not solely the responsibility of the Library District. The bill should be discussed at the Joint Use Committee to decide how to resolve the issue.

Building Committee: A motion to disband the building committee was made by Fuller with a second by Ingold and passed with acclamation.

New Business:

- A. Per Capita Grant review will be submitted 12/14/18.
- B. Storage and workroom--Director McAllister is looking at how to better utilize current space; bids from two outside companies to look at options will be submitted to her and reviewed at a future meeting.
- C. Book donations--it was discussed and suggested to have the donation of books be 10 years or less for book sale; also to accept 1 box per day as a donation. Director McAllister to update policy and bring to next meeting in January.
- D. Collection Management Policy was discussed and reviewed. A motion by Fuller to approve as amended with a second by Hicks. Approved by acclamation.
- E. Disposal of surplus library materials was discussed and a motion to approve by Ingold with a second by Fuller and approved by acclamation.
- F. Request for reconsideration of library materials was discussed/reviewed. A motion was made by Fuller with a second by Honomichl Lewis and approved by acclamation.
- G. Employee retention and Director additional duties will be discussed at next meeting in January.

Other Business:

- A. Closed meeting minutes review will be conducted by Hicks and Honomichl Lewis in December.
- B. Meeting with Village occurred on Dec. 12 to discuss how to continue to improve relationship and processes. The discussion will continue in January when an additional meeting will be held.
- C. The article in the Dec. 13, 2018, *Rochester Times* regarding payment by the Library for Liability Insurance was inaccurate--it contained inaccurate statements and information. The accurate information that should have been in the article is that the Rochester Library Board has been paying Liability Insurance every year since 2015 when the Village first asked the Library Board. The Library District's payments were based upon a mutually agreed schedule by the Library District's and Village's Joint Use Committee that oversees the operation of our joint building and its shared community room. Specifically, after the payment in the fall 2015, the Village and the Library District agreed that the Library District would pay the insurance bill after its fiscal year begins (July 1) for insurance covering each respective calendar year. According to the schedule, the Library District was anticipating it would pay calendar year 2018 insurance bill after the start of its fiscal year, which began on July 1, 2018. However, at the December 10, 2018 Village board meeting, the Village agreed to waive the Library District's share of the liability insurance for calendar year 2018. The "waiver" was based upon an agreement made at a Joint Use Committee meeting held on Aug. 14, 2018 and included trustees from the Village as well as the Library District, and was to compensate the Library District for the time its staff spends managing the Community Room.

Communications:

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

Director's Report:

- A. Nov. 19-ILA Focus Group Meeting
- B. Ameren Incentive Grant-Audit complete by B and B Electric; will have paperwork soon.
- C. Savings to our patrons for the year as of Dec. 14 is \$918,698.69
- D. Scheduled performers for the 2019 summer reading program is completed.

Next Regular Meeting Date: The next meeting date is Jan 10, 2018 at 6 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 8:02 p.m. by Roese with a second by Ingold and passed by acclamation.

Elaine Honomichl-Lewis, Secretary