

**Rochester Public Library District Board of Trustees Meeting
January 10, 2019**

Meeting called to order: 6:03 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, Trustee Sarah Deen

Visitors: Cheri Plummer, Lee/O'Keefe Insurance Agency

Library Staff: Director Janet McAllister

Approval of Library Board Meeting Minutes:

- A. Board reviewed the regular meeting minutes from 12/13/18 and amended. A motion by Fuller to approve the amended with a second by Kerr-Herrmann and 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 Deen and approved by Roese, Hicks, Deen, Honomichl-Lewis, Kerr-Herrmann, Fuller, and Ingold.

Unfinished Business:

- A. Building insurance—Village is working to add Library as loss payee. The Library is not listed on the current Village building insurance policy per Library President Fuller and said Village President Joe Suerdieck is exploring if Library could also be listed as "loss payee".
- B. Cheri Plummer from Lee/O'Keefe Insurance Agency suggested another option to explore is for the Library be listed as "additional insured /lost payee".
- C. In the meantime, Library Board discussed that the Library should get a building insurance policy for the Library until all details are confirmed with the Village. A motion was made by Deen with a second by Ingold to add building property insurance for the Rochester Library for the Village building in the amount of \$3,275,828 effective 1/10/19 and approved by Kerr-Herrmann, Ingold, Fuller, Deen, Hicks, Honomichl Lewis, Roese.

Committee Reports:

Personnel: No meeting

Finance: No meeting

Joint Use: No meeting

New Business:

- A. Storage space and workroom quotes from Illini Supply and Organized Home was reviewed.
 - It was discussed that the shelving with Illini would meet the needs of the library as well as a station cart from Brodart. A motion was made by Kerr-Herrmann with a second by Fuller to approve the purchase of shelving and office furniture not to exceed \$14,000 from Illini Supply and approved by Ingold, Kerr-Herrmann, Fuller, Honomichl Lewis, Deen, Hicks and Roese.
 - Motion to purchase a station cart not to exceed \$900 was made by Deen with a second by Honomichl Lewis and approved by Roese, Hicks, Deen, Honomichl Lewis, Fuller, Kerr-Herrmann, Ingold.
- B. Freedom of Information Act Policy was reviewed and instead of listing a name in the policy, it will be worded as "designated library trustee" vs. a specific name.
- C. Donation Policy was reviewed and edits made to the Policy. A motion to approve the Donation Policy by Fuller with a second by Deen and approved by acclamation.
- D. Employee retention ideas were discussed.
 - Flexible schedule for full time employees with the approval by Director.
 - Severe Weather Closing Policy to be revised to allow employees to go home and receive pay for the day. A motion to revise the Severe Weather and Closing Policy made by Honomichl Lewis with a second by Fuller and approved by Ingold, Kerr-Herrmann, Fuller, Deen, Hicks, Roese, Honomichl Lewis.

Other Business:

- A. Additional cards for library patrons are needed at an approximate cost of \$718 for 1,000 cards for new patrons. A motion was made by Fuller for purchase of cards not to exceed \$800 for new library patrons with a second by Ingold, and approved by Kerr-Herrmann, Ingold, Fuller, Roese, Hicks, Deen, Honomichl Lewis.
- B. Per Director McAllister, a piece of fascia trim on library will be fixed and proposed bid from Suttons is \$265.

Closed Session: Meeting became closed under the Open Meetings Act at 7:56 p.m. (exception (c)(1) and (2)1) with a motion by Hicks and a second by Kerr-Herrmann and approved by acclamation.

Open Meeting Resumed: A motion by Fuller with a second by Deen to move from a closed to open meeting at 8:36 and approved by acclamation. Open meeting resumed at 8:36 p.m.

Communications:

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

Director's Report:

- A. Certification Is completed.
- B. Audit is in process.
- C. Queen of Hearts Friends Fundraiser will occur Friday, Jan. 25th at the Elks.

Next Regular Meeting Date: The next meeting date is Feb. 14, 2019 at 6 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 8:37 p.m. by Roese with a second by Honomichl Lewis and passed by acclamation.

Elaine Honomichl-Lewis, Secretary