

**Rochester Public Library District Board of Trustees Meeting
February 14, 2019**

Meeting called to order: 6:01 by President Matt Fuller

Trustees present: Secretary Elaine Honomichl Lewis, President Matt Fuller, Trustee Fred Roese, Trustee Jessica Ingold, Trustee Sarah Deen

Trustees absent: Treasurer David Hicks, Vice President Diana Kerr-Herrmann

Library Staff: Director Janet McAllister and Denise Rainford

Approval of Library Board Meeting Minutes:

- A. Board reviewed the regular meeting minutes from 1/10/19 and amended. A motion by Roese to approve the amended with a second by Deen and approved by acclamation.
- B. Board reviewed the closed meeting minutes from 1/10/19. A motion was made by Ingold with a second by Fuller to approve the closed minutes 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 Deen with a second by Honomichl Lewis and approved by Roese, Deen, Honomichl Lewis, Fuller, and Ingold.

Unfinished Business:

- A. Library staff raises of \$1.00 per hour were discussed--is needed in order to continue to retain staff and be more competitive with other libraries in the area. The money from the extra position not filled this year will fund the raises. A motion by Deen to approve library staff raises to \$1.00 per hour beginning Feb. 25 with a second by Ingold and approved by Roese, Deen, Fuller, Honomichl Lewis and Ingold.

Committee Reports:

Personnel: Met to conduct Library Director's mid-year evaluation on 1/25/19.

Finance: No meeting

Joint Use: Will have a meeting on 2/21/19.

New Business:

- A. Ameren LED lighting grant will result in a savings of \$1,800 per year. The cost to the library after rebate is \$6,548.50. The Community Room and entrance will cost \$1,660 after rebate. The money would need to come out of the special reserve. The Village will be consulted regarding the Community Room and entrance at the next Joint Use meeting.
 1. A motion to approve the cost of the LED lighting replacement for the library at a cost not to exceed \$7,000 was made by Honomichl Lewis with a second by Deen and approved by Ingold, Roese, Fuller, Deen and Honomichl Lewis.
 2. A motion to approve the cost of the LED light replacement for the Community Room and entrance not to exceed \$2,000 and taken from the community room funds made by Honomichl Lewis with a second by Fuller and approved by Roese, Deen Fuller, Ingold and Honomichl Lewis.
- B. Four patron computer chairs need to be replaced. The replacement cost is \$204.50 per chair/\$818.00 for all four. A motion by Ingold with a second by Fuller to approve the replacement of four black mesh computer chairs from Illini Community not to exceed \$900; approved by Deen, Roese, Ingold, Fuller and Honomichl Lewis.
- C. The Reference Policy was reviewed; no changes at this time.
- D. Exhibits and Displays Policy was reviewed; no changes at this time.
- E. RPLD Keys and Building Access Policy was reviewed and discussed. A motion to approve the revised RPLD Keys and Building Access Policy made by Fuller with a second by Deen and approved by acclamation.
- F. Branding Plan for the Library was reviewed. A motion to approve the Branding Plan made by Fuller with a second by Ingold and approved by acclamation.
- G. Technology Device Policy was reviewed and discussed with a motion to approve by Honomichl Lewis and a second by Fuller and approved by acclamation.
- H. Technology Plan was reviewed and a motion to approve by Deen with a second by Roese and approved by acclamation.

Other Business:

- A. Bill from attorney for referendum wording on the ballot was reviewed. A motion to move \$9,145 from the special reserves to general fund to pay the the attorney for the referendum wording on the ballot was made by Fuller with a second by Honomichl Lewis and approved by Ingold, Roese, Deen, Fuller and Honomichl Lewis.
- B. Trustee and staff development line item; future education costs need to be considered in next year's budget for these costs which also includes LTA online courses.

Communications:

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

Director's Report:

- A. Summer recreation program instructions are needed
- B. Farmer's Market vendor meeting is in 2 weeks
- C. Friends of the Library are organizing Queen of Hearts at Elks in Feb and March at Godfather's Pizza
- D. Subscription Box is now available for patrons to use
- E. Cake pans can now be checked out from library

Closed Session: Meeting became closed under the Open Meetings Act at 7:26 p.m. (exception (c)(1) with a motion by Fuller and a second by Deen 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 7:40 and approved by acclamation. Open meeting resumed at 7:41 p.m.

A motion was made by Ingold with a second by Deen to approve a one-time compensation for Library Director Janet McAllister in the amount of \$5,000 for taking on additional duties resulting in savings for the library for bookkeeping expenses as well as working extra hours to build and oversee the Farmer's Market, Friends of the Rochester Library Organization and overseeing the library audit, and approved by Roese, Fuller, Ingold Deen, and Honomichl Lewis.

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

Adjournment: With no additional items to discuss, a motion for adjournment at 7:45 p.m. by Roese with a second by Fuller and passed by acclamation.

Elaine Honomichl Lewis, Secretary