

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

**Meeting called to order:** 6:00 by President Matt Fuller

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

**Trustees absent:**, Vice President Diana Kerr-Herrmann

**Visitors:** Robin Malloy, Pehlman and Dold, P.C.; Joe Suerdieck, Rochester Village President; Cheri Plummer, Lee/O'Keefe Insurance Agency

**Public Comment:** Joe Suerdieck expressed the Village's perspective on the building insurance issues for the jointly owned Village and Library Building. Suerdieck said the Village was willing to work with the Library to obtain a separate insurance policy so both entities could be listed as "named insureds" but he needed to check on the timing of a change with the Village's current carrier.

**Approval of Library Board Meeting Minutes:**

- A. Board reviewed the regular meeting minutes from 2/14/19 and edits made. 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 2/14/19. A motion was made by Fuller with a second by Ingold 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 Fuller with a second by Fuller and approved by Ingold, Fuller, Deen, Roese, Honomichl Lewis and Hicks abstaining.
- B. Per recent audit and recommendations by Pehlman and Dold, P.C., the following will be added to the list of responsibilities of the Treasurer:
  1. Monthly review of the bank statement
  2. Payroll review each week, initial and sign before sent to be processed
  3. Initial all bills
  4. Review pay rate and tax forms in employee files
  5. Sign checks

**Unfinished Business:** None

**Committee Reports:**

**Personnel:** No meeting

**Finance:** No meeting

**Joint Use:** Meeting was held on 2/21/19. A report was generated. Next meeting will occur 4/18/19 @3:00.

**New Business:**

- A. Audit by Pehlman and Dold, P.C. has been completed. Robin Malloy of Pehlman and Dold, P.C. presented report.
- B. Audit is done every 4 years and was different from years past with the addition of the recording and reporting of pensions--a government requirement.
- C. The audit showed no significant deficiencies.
- D. Recommendations from the audit includes the following:
  1. A trustee should initial and date bills.
  2. In addition to the Director and accounting firm, an additional trustee should review and initial bank statements monthly.
  3. A trustee or someone from the library staff should initial and approve any additional hours.
  4. Pay rates and tax forms need to be updated every year per employee.
- E. Discussed the need to outline and document responsibilities at next Personnel meeting; identify back up for Library Director.

**Other Business:**

- A. The library is currently looking for a cleaning service.

**Communications:**

None to report

**Director's Report:**

- A. Summer recreation program instructions are needed.
- B. Summer Recreation Program sponsor is Illinicare Health.
- C. Queen of Hearts Raffle to occur on 3/22/19 6-8 PM at Godfather's Pizza on S. Dirksen
- D. The library may be able to offer future service for passports; more to come.
- E. The installation of new shelving continues; there were manufacturing issues of the shelving that has delayed the installation.

**Next Regular Meeting Date:** The next meeting date is April 11, 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