

**Rochester Public Library District Board of Trustees Meeting
April 11, 2019**

Meeting called to order: 6:04 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 Jessica Ingold, Trustee Sarah Deen

Library Staff: Director Janet McAllister

Public Comment: None

Approval of Library Board Meeting Minutes: Board reviewed the regular meeting minutes from 3/14/19. A motion by Fuller with a second by Hicks to approve the minutes and approved by acclamation.

Treasurer's Report/Approval of Bills:

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

Unfinished Business: None

Committee Reports:

Personnel: No meeting

Finance: No meeting

Joint Use:

A. Joint Use Committee met and the Intergovernmental Agreement for Joint Use was discussed. A possible amendment to the document is being considered. Further discussion is needed.

B. The insurance for the building will be re-visited in July when policy is up for renewal.

C. Next Joint Use Committee meeting is 5/17/19.

New Business:

- A. Cleaning service bids were reviewed with a recommendation to use Clean Impact which was lowest bid and offered comprehensive services. A motion by Fuller with a second by Kerr-Herrmann to hire Clean Impact and approved by Roese, Hicks, Deen, Honomichl Lewis, Fuller, Kerr-Herrmann, and Ingold.
- B. New shelving is needed. Because the expansion was not approved, the existing shelving is over 20 years old and the library is running out of room on current shelves, there's a need to replace. New shelving will be more efficient and allow for 1800 more books. A motion to approve the purchase of new shelving not to exceed \$24,000 from Illini Supply was made by Fuller with a second by Ingold and approved by Kerr-Herrmann, Ingold, Fuller, Deen, Hicks, Roese, and Honomichl Lewis.
- C. A laptop for 3D printer is needed. The current laptop is over nine years old and will not accept updates. A bid from Lazerware was reviewed and can be covered by current budget under equipment line item. Motion to purchase laptop computer for 3D printer not to exceed \$1,100 was made by Kerr-Herrmann with a second by Hicks and approved by Roese, Hicks, Deen, Honomichl Lewis, Fuller, Kerr-Herrmann and Ingold.
- D. Two bank CDs@ Bank of Springfield came due in March for a total value of \$93,469.94. Hicks to check best rates and board discussed that \$60,000 be placed in a CD with the rest placed in the checking account (\$33,469.04) as special reserves. A motion was made by Hicks with a second by Roese to take the two CDs that have come due totalling \$93,469.94 and reinvest \$60,000 in CDs with remaining to be placed in special reserves and approved by Ingold, Kerr-Herrmann, Deen, Hicks, Roese and Honomichl Lewis.

Other Business: An advertisement is to be placed in Rochester Times for vacant trustee position; applications due by next board meeting.

Communications: Thank you notes and articles were shared by Director McAllister.

Director's Report:

- A. Per Capita Grant is \$9,991.25.
- B. Ameren Incentive Grants--waiting to hear back for update from Village regarding the Community Room.
- C. Donations were made for the Summer Reading program by Bank and Trust \$500, Kevin Beaty Taxes \$100 and Rochester Women's Club \$200.
- D. Shelving had some manufacturing issues and will be delayed until resolved.
- E. Passport program will not occur at the library due to the proximity to Springfield.
- F. eResource Committee Meeting will not happen this fiscal year.
- G. The April Queen of Hearts Raffle to occur 6-8 PM at Godfather's Pizza on S. Dirksen

Next Regular Meeting Date: The next meeting date is May 9, 2019 at 6 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:25 p.m. by Roese with a second by Fuller and passed by acclamation.

Elaine Honomichl Lewis, Secretary