

**Rochester Public Library District Board of Trustees Meeting
August 8,2019**

Meeting called to order: 6:01 by President Fred Roese

Trustees present: Treasurer Sarah Deen, Secretary Elaine Honomichl Lewis, President Roese, Vice President Jessica Ingold, Trustee Diana Fairchild, Trustee Kathryn Elder, and Trustee Jim Sichlau

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. Open minutes--reviewed and move by Roese with a second by Deen; approved by acclamation.
- B. Closed minutes--reviewed and a move by Sichlau with a second by Ingold; approved by acclamation.

Treasurer's Report/Approval of Bills:

The treasurer's report and bills were reviewed. A motion to approve the report by Sichlau and a second by Honomichl Lewis; approved by Elder, Ingold, Honomichl Lewis, Deen, Sichlau and Fairchild.

New Business:

- A. RFQ for a new architect has been revised. The current architect has retired. Responses are due by Sept. 11 and interviews will occur on Sept. 28. A motion to approve the RFQ with proposed edits by Deen with a second by Elder and approved by acclamation.
- B. Tentative B and A Ordinance was reviewed. A special meeting will occur on Sept 19th. A motion to approve the Tentative B and A Ordinance by Ingold with a second by Deen; approved by Fairchild, Sichlau, Deen, Honomichl Lewis, Roese, Ingold and Elder.
- C. The Rochester Library Board meeting will move from the regular meeting scheduled on Sept. 12 to Sept. 19 and will include the special hearing for the B and A Ordinance. A motion to move the regular Library Board Meeting from Sept. 12 to Sept.19 to include the B and A Ordinance made by Sichlau with a second by Honomichl Lewis; approved by acclamation.
- D. IPLAR --was reviewed and discussed with edits.
- E. Disaster Plan was reviewed.
- F. Division of Responsibility Policy was reviewed.
- G. Economic Interest --information provided to Library Board Members.
- H. Distribution of Library Director year end review occurred. Comments due by Aug. 23.

Unfinished Business:

- A. A call with Every Library will occur on Aug. 15 with Roese and Director McAllister.
- B. Honomichl Lewis to call Bank and Trust to confirm what's needed to complete the required documentation.

Committee Reports:

Personnel Committee:

- A. The Library Board Members need to submit comments for Director McAllister's evaluation by Aug. 23.
- B. Patron Services Manager job description was reviewed.

Finance: No meeting

Joint Use:

- A. Met July 23rd and overseeing of community room will be discussed at the next Village board meeting. It was discussed that 50% of fees are given to entity who sets up/manages the room and 50% to the community room budget.
- B. Joint Use Agreement--exploring a possible new document.
- C. Tables will be loaned to the school for the STEM program.
- D. Reimbursement for the lighting in the community room has been completed.
- E. Next meeting is Oct. 23 at 3:00.

Other Business: None

Communications: Cards, thank yous and other communications were shared.

Director's Report:

- A. Jazmyn will move into the Adult/Program Outreach Coordinator position.
- B. Patron Services Assistant and Youth Services Assistant will become one full time position and filled by current Youth Services Assistant, Ayla.
- C. A part time Patron Services person will be hired.
- D. Summer Reading total number of participants 311.
- E. Library Stats:
 - a. 8090 check outs
 - b. 9138 door count
 - c. 21 new patrons
 - d. 620 computer use
 - e. 5061 card holders
 - f. 913 adults in attendance for programs
 - g. 1384 children in attendance for programs
 - h. 15 teens in attendance
 - i. 6 homebound request filled
 - j. 4 requests for book a librarian

Next Regular Meeting Date: Sept. 19,2019 at 6:00