

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

Meeting called to order: 6:00 PM by President Fred Roese

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

Trustee absent: Vice President Jessica Ingold

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild

Public Comment: None

Approval of Library Board Meeting Minutes:

Public Hearing Minutes

The Public Hearing Minutes were reviewed; move by Deen with a second by Sichlau to approve the 9/19/19 Public Hearing minutes and approved by acclamation.

Regular Library Meeting Minutes

The regular 9/19/19 meeting minutes were reviewed; move by Deen with a second by Elder to approve the 9/19/19 meeting minutes and approved by acclamation.

Special Meeting Minutes

The special meeting minutes from 9/28/19 were reviewed; move by Sichlau with a second by Fairchild to approve the 9/28/19 special meeting minutes and approved by acclamation.

Treasurer's Report/Approval of Bills:

- A. The treasurer's report and bills were reviewed.
- B. A CD will be maturing this week will be moved to a money market account this week to cover ongoing expenses.
- C. The library received the 2018 library tax levy.
- D. A motion to approve the treasurer's report and bills by Sichlau and a second by Honomichl Lewis and approved by Elder, Roese, Deen, Sichlau, Fairchild, Honomichl Lewis.

Unfinished Business: None

Committee Reports:

Personnel Committee: October 24th will be Director McAllister's evaluation.

Finance: No meeting

Joint Use: Next meeting will be held October 22 at 3:00.

New Business:

- A. Levy ordinance was reviewed and approved by acclamation.
- B. Attorney recommendation: Alan Yow with Rammelkamp Bradney. The firm has experience with municipalities. A motion to approve Rammelkamp Bradney by Deen with a second by Sichlau and approved by Fairchild, Sichlau, Deen, Roese, Elder, Honomichl Lewis.
- C. Architect review and approval. A motion to approve Ferry and Associates as the library architect by Sichlau with a second by Fairchild; 5 approved and 1 opposed.

- D. Annual Financial Report Statement of Receipts and Disbursements--the accounting firm is overseeing this.
- E. Book drop replacement--the current book drop is 23 years old and leaking when it rains and damaging materials. Director McAllister received 3 bids. The lowest bid by Birchard Company was reviewed and a motion to approve Birchard Company to supply the outdoor book drop not to exceed \$6500 by Deen with a second by Elder and approved by Roese, Deen, Elder, Sichlau, Fairchild and Honomichl Lewis.

Other Business:

- A. Fines free for kids materials was discussed. A new policy will be created to not fine kids for overdue materials.
- B. Rochester Schools have included the student ID/checkout program with the Rochester Library. Students can checkout materials using their student ID. There has been an increase in cards by 752 students.

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

Director's Report:

- A. Library Stats:
 - 1. 6422 check outs
 - 2. 6447 door count
 - 3. 21 new patrons
 - 4. 346 computer use
 - 5. 5835 card holders
 - 6. 57 adults in attendance for programs
 - 7. 1020 children in attendance for programs
 - 8. 31 teens in attendance
 - 9. 10 homebound request filled
 - 10. 4 requests for book a librarian
 - 11. 289 materials added
 - 12. 316 withdrawn
 - 13. 4 Notary request
 - 14. 5 DVD conversion
- B. Meeting with EveryLibrary to occur Oct. 24 to discuss the referendum and library expansion.
- C. Per Capita Grant Funds received \$9,991.25
- D. Subscription book box is available; 6 requests filled.

Next Regular Meeting Date: November 14, 2019 @ 6:00 PM

Adjournment: With no additional items to discuss, a motion for adjournment at 7:56 p.m. by Deen with a second by Fairchild and passed by acclamation.

Elaine Honomichl Lewis, Secretary