

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

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

**Trustees present:** Vice President Jessica Ingold, Secretary Elaine Honomichl Lewis, President Roese, Trustee Diana Fairchild, and Trustee Jim Sichlau

**Trustee absent:** Treasurer Sarah Deen, Trustee Kathryn Elder,

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

The 10/10/19 Library Board Minutes were reviewed; move by Sichlau with a second by Fairchild to approve the 10/10/19 and approved by acclamation.

**Treasurer's Report/Approval of Bills:**

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

**Unfinished Business:** None

**Committee Reports:**

**Personnel Committee:** Met and conducted Director McAllister's evaluation on Oct. 24.

**Finance:** No meeting

**Joint Use:**

- A. Met On Oct. 23 and discussed building insurance. A carrier was picked with lowest bid.
- B. Special meeting was called on Nov. 8 to readdress carrier and chose another carrier who provided additional information.
- C. A motion to approve Westfield through Troxell Insurance for the Building Insurance by Ingold with a second by Sichlau and approved by Fairchild, Ingold, Roese, Honomichl Lewis, and Siclau.

**New Business**

- A. Circulation Policy--change to reflect fine free youth materials effective Jan. 1, 2020. A motion to approve revised circulation policy by Honomichl Lewis with a second by Fairchild and approved by acclamation.
- B. Building Committee will be formed and role will be to meet with the architect and review library expansion plans. Fairchild, Ingold and Deen will be on the Building Committee.

**Other Business**

- A. All day meeting with John from EveryLibrary occurred on Oct. 24; a follow-up call and plans regarding what to do will be scheduled.
- B. Architect meeting with Ferry and Associates occurred on 11/4/19. Dates and phases were discussed.
- C. Director McAllister met with the new library attorney, Alan Yow with Rammelkamp Bradney to introduce and initially discuss roles and responsibilities.

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

**Director's Report:**

A. Library Stats: :

1. 6044 check outs
2. 6886 door count
3. 18 new patrons
4. 257 computer use
5. 5202 card holders
6. 185 adults in attendance for programs
7. 292 children in attendance for programs
8. 38 teens in attendance
9. 26 homebound request filled
10. 5 requests for book a librarian
11. 274 materials added
12. 54 withdrawn
13. 3 Notary request
14. 5 DVD conversion

B. Meeting with EveryLibrary occurred on Oct. 24 to discuss the referendum and library expansion.

**Next Regular Meeting Date:** December 12, 2019 @ 6:00 PM

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:19 p.m. by Ingold with a second by Fairchild and passed by acclamation.

Elaine Honomichl Lewis, Secretary