

**Rochester Public Library District Board of Trustees Meeting
Amended Minutes
August, 10, 2017**

Meeting called to order: 6:00 p.m. by President Matt Fuller

Trustees present: President Matt Fuller, Vice President Diana Kerr-Hermann, Treasurer David Hicks, Secretary Elaine Honomichl-Lewis, Trustee Fred Ruese

Visitors: Sarah Deen, Jessica Ingold

Library Staff: Director Janet McAllister, Audrey Mock

Public Comment: None

Elect Secretary of Board: Nomination of Trustee Honomichl-Lewis to be Secretary by President Fuller with a second by Vice President Kerr-Hermann. The motion was carried unanimously.

Approval of Minutes: The Board reviewed the open minutes of July 13, 2017 with motion by Vice President Kerr-Hermann with a second by Treasurer Hicks and was approved by Trustee Ruese, Secretary Honomichl-Lewis, Vice President Kerr-Hermann with President Fuller abstaining. The Board reviewed the open and closed minutes July 27, 2017 Special Meeting with President Fuller making a motion to approve the minutes as presented with a second by Vice President Kerr-Hermann. Approved by Secretary Honomichl-Lewis, Treasurer Hicks, President Fuller, Vice-President Kerr-Hermann and Trustee Ruese abstaining.

Oath of office to new appointees to the Board: Jessica Ingold and Sarah Deen were sworn in as new Library Board Trustees by Secretary Honomichl-Lewis.

Finance Committee Appointment: Trustee Sarah Deen was appointed to Finance Committee.

Treasurer's Report/Approval of Bills: Money was transferred to cover bills; budget was adjusted by \$976.54 to balance accounts. There is a \$13,986 loss of revenue due to the City of Springfield annexation of property. The Board reviewed and approved bills with motion by Treasurer Hicks and second by Secretary Honomichl-Lewis. The motion was carried unanimously.

Unfinished Business: Architect Selection Process

- 1) An ad was placed in the paper for architect candidates for expansion of current building; proposals to be submitted by Aug. 16.
- 2) Eight interested firms have been in contact with Director McAllister. Fred Schlipf of U of I will help review the proposals and architect selection.
- 3) The Library Board will review the proposals, along with Schlipf, to determine which firms will be interviewed.
- 4) A special meeting by the Library Board will occur on Aug. 19th from 9-12 to review all proposals and determine who will be interviewed.
- 5) Interviews will take place September 2 from 9 am to 4:30 p.m. Recommendations will be brought to September regular Library Board Meeting for a vote.

Committee Reports:

Personnel: The committee will meet in Aug. to review Director's 2017-2018 goals. The meeting date/time will be posted.

Finance: No meeting.

Joint Use: No meeting.

New Business:

- 1) IPLAR Report to be sent by Janet to the State Library on 8/11/17. Motion by President Fuller to approve with a second by Vice President Kerr-Hermann. The motion was carried unanimously.
- 2) Tentative B and A Ordinance reviewed by the board. Treasurer Hicks motioned to approve budget with a second by President Fuller. The motion was carried unanimously.
- 3) A possibility of new benches in the hallway for early arriving patrons was discussed. Director McAllister to let Friends of the Library know to add to the wish list for possible donation.

Other Business:

- 1) President Fuller reported that at the July Village Board Meeting, it was decided a one-time \$1500 contribution be made to the Library to assist with this shortfall of the Summer Recreation Program.
- 2) A special event to occur on September 9th at Rochester Public Library. The Librarian of Congress, Dr. Carla Hayden and Congressmen Rodney Davis will visit the Rochester Public Library at 9:30 a.m. RSVPs are needed for the event. Library Director McAllister is looking into

shuttle options if a large crowd does register. The Farmer's Market will conduct the Market on the grass that day to allow for additional parking.

Communications: Director McAllister shared with the Board thank you notes, newspaper articles and other communications from patrons.

Director's Report:

- 1) Director McAllister reviewed stats for July.
- 2) Director McAllister also shared that the staff completed the required CPR training on Aug. 4, 2017.
- 3) The Library will plan to host the annual Christmas program the second Saturday in December.

Next Regular Meeting Date: A tentative date has been set for September 21, 2017 at 6 p.m.

Adjournment: With no additional items to discuss a motion for adjournment at 7:12 p.m. by Trustee Roese with a second by Treasurer Hicks and passed by acclamation.

Elaine Honomichl-Lewis, Secretary