

**Rochester Public Library District Board of Trustees Meeting  
December 14, 2017**

**Meeting called to order:** 6:02 p.m. by President Matt Fuller

**Trustees present:** President Matt Fuller, Vice President Diana Kerr-Herrmann, Treasurer David Hicks, Secretary Elaine Honomichl-Lewis, Trustee Fred Roese, Trustee Sarah Deen, Trustee Jessica Ingold

**Visitors:** None

**Library Staff:** Director Janet McAllister, Audrey Mock

**Public Comment:** None

**Approval of Library Board Meeting Minutes:** Board reviewed the meeting minutes from Nov. 9<sup>th</sup>. Motion by President Fuller with a second by Trustee Deen. Approved by acclamation.

**Treasurer's Report/Approval of Bills:** The treasurer's report was reviewed and approved with a motion by Vice-President Kerr-Herrmann with a second by President Fuller. The motion was carried unanimously.

**Unfinished Business:**

A. apaceDesign met with Director McAllister, President Fuller and Trustee Ingold. Preliminary concepts were reviewed. Concepts to consider include:

- 1) Additional parking could be added (30 spaces)
- 2) 6300 square feet expansion with additional bathrooms serving as a tornado shelter
- 3) Entry way to library to be at an angle with wider doors
- 4) Open/flexible space including a coffee area and continuous book sale area
- 5) Study room to also be used as a local history room
- 6) apaceDesign to develop the ideas further with drawings by early 2018. Fred Schlipf from U of I to also review.

B. EveryLibrary will be working with Rochester Library on referendum and how to build community support.

- 1) Director McAllister and President Fuller will be meeting with EveryLibrary on Dec. 18.
- 2) Staff and board training to occur on Jan. 14; focus of training--how to build support for a referendum.

C. Building committee members are Trustee Ingold, Trustee Deen and President Fuller. The committee will be involved with the design, funding and construction of any future expansion of the Rochester Public Library.

**Committee Reports:**

**Personnel:** The Personnel Committee met with Director McAllister to review Sexual Harassment Policy to ensure alignment to law passed by State Legislature in Nov. Personnel committee revised current policy and it was reviewed/edited by John Ellis, Rochester Library attorney. The Library Board reviewed the proposed policy. A motion was made by Vice-President Kerr-Herrmann to accept with a second by Trustee Ingold. Policy was approved by President Fuller, Vice-President Kerr-Herrmann, Secretary Honomichl-Lewis, Trustee Deen, Trustee Ingold, Trustee Hicks and Trustee Roese.

**Finance:** No meeting.

**Joint Use:** No meeting.

**New Business:**

- 1) Annual Finance Report was reviewed and discussed. Change requested on page 3 to have population census changed from 7,993 to actual/latest census of 7,164. Motion to approve by Vice-President Kerr-Herrmann with a second by Secretary Honomichl-Lewis. Approved by acclamation.
- 2) Per Capita Report presented by Director McAllister. A motion to approve by Trustee Deen with a second by President Fuller. Approved by acclamation.
- 3) Director's Mid-year Evaluation—Board members to fill out and return to Personnel Committee by 12/29/17.

**Other Business:**

Friends of the Rochester Library are considering a social event in the spring to show the Rochester Library Expansion schematic and look for possible contributors.

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

**Director's Report:**

Director McAllister reviewed latest stats. She noted that more items were donated in 2017 vs. 2016 for Sojourn, more books by the Retired Teachers organization, and an increase in toys for the Toys for Tots.

**Next Regular Meeting Date:** Jan. 14, 2018 at 6 p.m.

**Adjournment:** With no additional items to discuss a motion for adjournment at 7:15 p.m. by Trustee Roese with a second by Vice-President Kerr-Herrmann and passed by acclamation.

Elaine Honomichl Lewis, Secretary