

**Rochester Public Library District Board of Trustees Meeting  
July 11, 2019**

**Meeting called to order:** 6:04 by President Fred Roese

**Trustees present:** Vice President Jessica Ingold, Trustee Diana Fairchild, Secretary Elaine Honomichl Lewis, President Fred Roese, Treasurer Sarah Deen

**Library Staff:** Director Janet McAllister

**Visitors:** Jim Sichlau, Kathryn Elder

**Public Comment:** None

**Approval of Library Board Meeting Minutes:** Board reviewed the regular meeting minutes from 6/13/19. A motion by Ingold with a second by Deen to approve the amended minutes and approved by acclamation.

The Board reviewed the closed minutes from 6/13/19 and motion to approve by Ingold with a second by Deen and approved by acclamation.

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

Treasurer's report for fiscal year end 2018-2019 and bills were reviewed. A motion to approve the treasurer's report and bills was made by Honomichl Lewis with a second by Fairchild and approved by Ingold, Roese, Deen, Honomichl Lewis, and Fairchild.

**New Business:**

A. New Trustees Oath of Office

1. The following trustees were sworn in by Roese:

a. Kathryn Elder

b. Jim Sichlau

B. Finance Committee appointment -Trustee Kathryn Elder

C. Communications Liaison appointment- Trustee Jim Sichlau

D. RFQ for architect

1. Discussion of architect for future library expansion; need to look at new architects due to the retirement of previous architect.
2. RFQ to be sent out and responses are needed by Sept 12; Sept. 28 to interview architects. The plan is to use and improve upon current design and use community feedback to continue to move forward with library expansion.
3. Motion to move forward with the revision of the RFQ for bids from architects by Ingold with a second by Deen and passed with acclamation.

E. The following policies were discussed and reviewed:

1. Patron Conduct Policy
2. Inter-Library Relations Policy
3. Investment of Public Funds Policy
4. Routine Banking Policy

F. Director's Evaluation--Personnel meeting will be scheduled in two weeks to review year-end goals.

**Unfinished Business:** None

**Committee Reports:**

**Personnel:** Committee met 6/20/19 to review job descriptions and discussed how to combine two jobs into one (Library Page and Circulation Associate) to create a Patron Service Manager position to better serve library patrons and meet current library needs/requirements. There's also need to update Library Director's job description to include additional bookkeeping responsibilities.

**Finance:** No meeting.

**Joint Use:** Committee will meet July 23rd at 3:00.

**Director's Report:**

1. Tentative date set with Donna from Sue Scherer State Rep. Satellite location at our library set for July 23rd 11-1 PM.
2. IPLAR report to be completed by next month.
3. Summer Rec program was successful with 429 attendees and met budget expectations.

**Closed Session:** Meeting became closed under Section 2(c)(21) Open Meetings Act at 7:20 PM with a motion by Deen and a second by Sichlau and approved by acclamation.

**Open Meeting Resumed:** A motion by Roese with a second by Deen to move from a closed to open meeting at 7:26 and approved by acclamation. Open meeting resumed at 7:27 p.m.

**Next Regular Meeting Date:** The next meeting date is Aug. 8, 2019 at 6 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:27 p.m. by Deen and a second by Sichlau and passed by acclamation.

Elaine Honomichl Lewis, Secretary