

**Rochester Public Library District Board of Trustees Meeting
February 13, 2020**

Meeting called to order: 6:05 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:

The 1/9/20 regular meeting minutes were reviewed. A motion was made by Fairchild with a second by Sichlau to approve the 1/9/20 minutes and approved by acclamation.

Treasurer's Report/Approval of Bills:

The treasurer's report and bills were reviewed.

--A CD will be maturing in March. It will be renewed for 12 months.

--A separate line item will be in the budget for Lazerware.

A motion to approve the treasurer's report and bills by Honomichl Lewis with a second by Sichlau and approved by Elder, Roese, Deen, Sichlau, Fairchild, Honomichl Lewis.

Unfinished Business:

Review of Closed Meeting Minutes:

Fairchild and Honomichl Lewis conducted a closed meeting minute review as scheduled. The following minutes are recommended to move from closed to open: June 13, 2019 and July 11, 2019. The board reviewed these minutes. A motion by Deen with a second by Elder to move the June 13, 2019 and July 11, 2019 from closed to open and approved by acclamation.

Committee Reports:

Personnel Committee: A personnel meeting is scheduled for March 5 @ 1:30.

Finance: The Finance Committee will meet March 30 @ 1:00.

Joint Use: Intergovernmental agreement was signed.

Building Committee: Met on 2/13/20 with the architect who will oversee construction; next meeting on March 5.

New Business:

--Joint Use Intergovernmental Agreement Amendment reviewed and signed.

--Director's mid-year evaluation will occur in early March.

--Meristem Advisors' Engagement Letter was reviewed. A motion by Deen with a second by Fairchild to approve the Meristem Advisors' Engagement Letter and approved by acclamation.

--Technology device policy was reviewed and will include an update for the Fitbit Inspire HR. A motion to review the revised policy with a second by Sichlau and approved by acclamation.

--The current phone system needs an upgrade in order to keep the phones functional. A motion to approve a phone system upgrade by Americall not to exceed \$2,000 by Honomichl Lewis with a second by Elder and approved by Sichlau, Deen, Roese, Elder, Fairchild and Honomichl Lewis.

Other Business:

--June 13th there will be a community art show at 11:00. Sichlau and Honomichl Lewis volunteered to be judges with Roese and Deen as alternates.

--The board supports the establishment of the Vote Yes Committee to assist in the passage of the library referendum in April of 2020.

Communications:

--Cards, thank yous and other communications were shared.

--Summer Reading Program sponsors include Kathy Garst, Rochester State Bank, Friends of the Rochester Public Library.

Director's Report:

--556 children's fines were waved as part of the new policy to not charge fines for children's materials

--*Library Stats:*

6154 check outs

6207 door count

9 new patrons

340 computer use

5224 card holders

34 adults in attendance for programs

816 children in attendance for programs

31 teens in attendance

18 homebound request filled

3 requests for book a librarian

164 materials added

45 withdrawn

3 Notary request

5 DVD conversion

2 Wishlist

Closed Session: Director's Evaluation

Meeting became closed under the Open Meetings Act at 7:20 p.m. (exception (c)(1) and (2)(1) with a motion by Deen and a second by Sichlau and approved by acclamation.

Open Meeting Resumed: A motion by Honomichl Lewis with a second by Deen to move from a closed to open meeting and approved by acclamation. Open meeting resumed at 8:13 p.m.

Next Regular Meeting Date: March 13, 2020 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 8:14 p.m. by Deen with a second by Fairchild and passed by acclamation.

Elaine Honomichl Lewis, Secretary