

**Robert W Rowe Public Library District**  
**Regular Board Meeting held at: Robert W Rowe Library**  
**Date: March 14<sup>th</sup>, 2019**  
**Minutes Draft**

**Call to order:** By – Jennifer Shugrue Time – 7:00 pm

**Trustees present:** Catherine Wise, Sue Larson, Lesley LaRock, MaryBeth O’Hara, Ilana Larson

**Absent:** Lonnie “Ed” Dye           **Guests:** Patti Smith, Kevin Steward

**Open Forum:** Kevin from First National Bank of Ottawa reviewed documents working to authorize the trust over from Wells Fargo. We will call a special meeting on Monday to vote on a Resolution regarding this. Special meeting will be Monday at 5:00pm

**Minutes from previous meeting:** Reviewed

**Financial Report:** Reviewed

**Committee Reports:**

- A. Rental Property – no changes
- B. Policy Committee – still in reformat mode. Another meeting is scheduled for March 27<sup>th</sup>
- C. Strategic Plan Committee – Next meeting is scheduled for April 10<sup>th</sup>
- D. Visionary Committee – Sue & Rich Fassig have met. Want to show everyone our activities & packed library. Take pictures of activities and people doing normal daily library usage. Have a ‘survey’ for statistics for a week on how the library is being used. Catherine mentioned to take a picture of the Little Library’s and post a ‘coming soon’ or ‘be on the lookout’. Reach out to real estate agents to have a flyer available at homes in our district on the market. Need to get a library & Unit 2 district maps. Work on a new library brochure. Need to reach out to new areas again – 7 times to get through. Popcorn bags may not have had the impact as hoped. Find some new marketing tools. Next meeting is scheduled for April 22<sup>nd</sup>

**Special Orders:**

- A. Approve District Levy Amount Report – We will get clarification on this report and vote at the special meeting on Monday.

**Board Development:**

- A. Trustee Troubles Webinar – Information on trust via Kevin Steward

**Unfinished Business:**

- A. Flooring behind Circ. Desk & Office Bids – Ilana Larson moves to accept the bid from Paul Muffler for the flooring behind the circ desk. Sue Larson seconds roll call – Jen Shugrue – aye, Sue Larson – aye, Ilana Larson – aye, MaryBeth O’Hara – aye, Catherine Wise – aye, Lesley LaRock - aye, Ed Dye – absent. Motion approved
- B. Other – none

**New Business:**

- A. Library 25<sup>th</sup> Anniversary Party – A committee was started. MaryBeth O’Hara has volunteered to chair this committee, Sue Larson, Jen Shugrue & Lesley LaRock will help. The date was set previously for May 5<sup>th</sup>.
- B. Set-up Director Evaluation Committee – Catherine Wise will chair this committee, Jen Shugrue and Sue Larson will also be on the committee.
- C. Other - Discussed transition of Library Financial staff.

**Library Director’s Report:** See report

**Adjournment:** Motion to adjourn at 9:18 by MaryBeth O’Hara seconded by Catherine Wise motion carried.

Respectfully submitted,

X

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Lesley LaRock  
Secretary