

**Robert W Rowe Public Library District**  
**Regular Board Meeting held at: Robert W Rowe Library**  
**Date: July 11<sup>th</sup>, 2019**  
**Minutes Draft**

**Call to order:** By – Jennifer Shugrue Time – 7:05 pm

**Trustees present:** Catherine Wise, Sue Larson, Lesley LaRock, MaryBeth O’Hara, Lonnie “Ed” Dye, Ilana Larson

**Absent:** none **Guests:** Patti Smith, Bill Newkirk with Newkirk & Associates Inc.

**Open Forum:** Introduction of Bill Newkirk (accountant) and review of what they do for us and how we will continue to work together, including what information the board would like to see and what information they need.

**Minutes from previous meeting:** Reviewed

**Financial Report:** Reviewed

**Committee Reports:**

- A. Rental Property – when the project is finished, any excess that is the library’s would be budgeted for the next fiscal year. We could put it in a CD. Reviewed the status of the parking lot.
- B. Strategic Plan Committee – Flyers were created and handed out at the July 4<sup>th</sup> parade to get community feedback on “What kind of community do you want to live in?” There are no emails in the email created to receive community feedback. Sue will man this email account. Aug 28<sup>th</sup> @ 6:30 - there is a community feedback meeting scheduled. We would like to collaborate with the Visionary committee.
- C. Visionary Committee – Next meeting is 7/23 @ 6:00 with the Strategic Plan committee.
- D. Policy Committee – Edits are in, still getting worked on.

**Special Orders:**

- A. Building Maintenance Tax – Sue Larson makes a motion to adopt Ordinance 20-1, MaryBeth O’Hara seconds, all in favor, motion passes.
- B. Meeting Date Ordinance – Ilana Larson makes a motion to adopt Ordinance 20-2, Ed Dye seconded, all in favor, motion passes.
- C. Certificate of Status of Exempt Property – Reviewed status, this was done in the January meeting. Patti will follow up.

**Board Development:**

- A. Trustee Training - Will review chapters 11-Appendices of the “TRUSTEE FACTS FILE THIRD EDITION” – We need to send Patti an email saying that we have reviewed by August 1<sup>st</sup>.
- B. Staff and trustees will complete at least one free online education opportunity focusing on organizational management. Providers may include, but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries. We need to send Patti an email saying that we have reviewed by Aug 1<sup>st</sup>.
- C. Outreach – Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA). We need to send Patti an email saying that we have reviewed by August 1<sup>st</sup>.

**Unfinished Business:**

- A. 2019/2020 Budget – Discussed, it is in public review currently. August meeting there will be a vote.
- B. Director Evaluation – Jen and Patti met July 10<sup>th</sup>. Job descriptions were to be reviewed. There will be a new form for next year, which will be done in May. Sue and Patti will be meeting quarterly now. Patti’s goals - More community outreach / maintain strong financials / continue to serve on councils to make sure rural communities are heard
- C. Other – Homework for board - paperwork for Per Capita Grant by August 8<sup>th</sup> meeting

**New Business:**

- A. Other – Looking to see if IVCC will do another Little Library to put another one in Norway. Look into if there is any other of our areas not served.

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

**Adjournment:** Motion to adjourn at 9:57pm by Ilana Larson, seconded by MaryBeth O’Hara, motion carried.

Respectfully submitted,

X

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Lesley LaRock  
Secretary