

**Rochester Public Library District Board of Trustees Meeting  
July 7, 2011**

**Meeting called to order:** 6:02 PM

**Trustees present:** President Tim Olmsted, Vice-President Carol Bloemer, Treasurer Beth Haupt, Secretary Maggie Patterson, Trustee Shannon Ryan, Trustee Cheryl Soerensen, and Trustee Susan Young

**Trustees absent:** None

**Library Staff:** Director Sarah Hjeltness-Garley

**Visitors:** None

**Approval of Minutes:** Minutes from Session #1, June 2, 2011 were reviewed. A motion was made by Trustee Soerensen, with a second by Trustee Ryan, to approve the Minutes. The motion passed by unanimous vote. Minutes from Session #2, June 2, 2011 were reviewed. A motion was made by Trustee Bloemer, with a second by Trustee Olmsted, to approve the Minutes as amended. The motion passed by unanimous vote.

**Treasurer's Report/Approval of Bills:** The Treasurer's Report from April was reviewed. A motion was made by Trustee Olmsted, with a second by Trustee Patterson, to approve the April Treasurer's Report. The motion passed by unanimous vote. The June bills and bank card expenditures were reviewed. Director Sarah explained the Treasurer's Report: Due to lack of funding from the State, the Per Capita Grant hasn't been received. In reviewing the year-end figures it appears that there will be approximately \$75,000 to carry over into FY12 for special projects or to transfer to the Reserve Fund. A motion was made by Trustee Soerensen, with a second by Trustee Bloemer, to approve the June bills and the May Treasurer's Report. The motion passed by unanimous vote.

**Old Business:**

**Grounds Maintenance:** Trustee Patterson met with Bobby Powers from Total Tree Service who gave an estimate of \$250 to trim the two trees at the front entrance and \$250 to trim the two trees in Rachel's Garden. The intent was to have an idea of how much to budget for the upcoming year.

Trustee Patterson and Sarah met with Buzz and Sue Sperry and Chelley Gerber of Evergreen Landscape regarding Rachel's Garden. Chelley did the original design and landscaping. The Sperry's would like to replace the mulch with rock to make the area more maintenance free. They are willing to pay the cost of this endeavor. Chelley gave them an estimate of approximately \$3800. They wonder if the Library could be billed and they reimburse the Library so as to save a little on the tax. Replacing the mulch with rock was turned down by the Board in 2007. Tim provided the history for the decision in that the Board had concerns with rock, as a Master Gardener had recommended against rock. As the Library would ultimately be responsible for the garden, they were reluctant to take that step. Discussion followed with some concerns expressed about liability (i.e. rock throwing) and maintenance issues. It is agreed that Board members will email their questions to Sarah, who will contact Chelley.

There was discussion regarding maintenance of Rachel's Garden. Chelley had indicated the cost for providing spring and fall clean up for the garden would be \$750. A motion was made by Trustee Bloemer, with a second by Trustee Haupt, to provide \$750 for FY12 for Rachel's Garden maintenance. The motion passed by unanimous vote.

**Personnel Committee Report:** Personnel Committee members, (Tim, Beth, and Carol) met and continue to work on Personnel policies. A discussion was held regarding the position of

Bookkeeper/Administrative Assistant. Tim provided history that this isn't a new position, but a position that hasn't been filled for a number of years because Board Treasurers had bookkeeping experience. Currently, Dan Jeffers provides about 5 hours per week and Audrey (former Treasurer) put in several hours each week. At a salary of \$15/hr at 15 hours per week, this would add \$11700 + 6% FICA to the budget. A motion was made by Trustee Bloemer, with a second by Trustee Haupt, to hire for the open position of Bookkeeper/Administrative Assistant for up to 15 hours per week at a salary of \$15/hour. The motion passed by unanimous vote. A search committee comprised of Sarah, Beth, and Susan was formed. Sarah will place an ad in the Rochester Times and the SJR. A motion was made by Trustee Olmsted, with a second by Trustee Ryan, to approve up to \$300 for the ad in the SJR. The motion passed by unanimous vote.

**Closed Session Minute Review:** A motion was made by Trustee Olmsted, with a second by Trustee Haupt, to move the "Closed Session Minute Review" out of Old Business and place under Closed Session. The motion passed by unanimous vote.

**New Business:**

**Working Budget Approval:** Budget not yet completed per Director Sarah. Some additions to the budget will be a clear glass security door to replace the current door leading into Rachel's Garden and upgrading the internet service from Comcast to Illinois Century Network through CMS. Comcast service is out on a daily basis.

**Inter-Library Relations Policy Update:** A motion to approve this policy was made by Trustee Bloemer, with a second by Trustee Patterson. The motion passed by unanimous vote.

**Closed Session:** A motion was made by Trustee Olmsted, with a second by Trustee Patterson, to enter a Closed Session to discuss personnel matters and review Closed Session Minutes. The motion passed unanimously and Closed Session began at 7:53 PM.

Open meeting resumed at 8:47 PM

A motion was made by Trustee Soerensen, with a second by Trustee Ryan to open the Minutes from the following Closed Sessions: March 7, 1990, May 12, 1990, October 4, 1990, June 3, 1993, August 3, 2000, July 1, 2002, June 1, 2006, June 5, 2008, December 2, 2009, and April 1, 2010. The motion passed by unanimous vote.

**Communications:** Letter from Amy Ihnen, Chatham Library Director, thanking Rochester the book carts. Trustee Bloemer had a question about donating books and how many could the Library staff handle. According to Sarah, 100 books or less would be manageable.

**Director's Report:** See attached. The fee schedule for health insurance was received. The new rate is \$741 per month per employee (Sarah and Kathy).

**Next Meeting:** August 4, 2011 at 6:00PM

**Adjournment:** A motion was made by Trustee Haupt, with a second by Trustee Young, to adjourn. All in favor and the meeting adjourned at 9:05 PM.

Submitted by Secretary Maggie Patterson