

Rochester Public Library District Board of Trustees Meeting
May 5, 2011
Session #2

Meeting called to order: 6:37 Pm

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

Trustees absent: None

Library Staff: Director Sarah Hjeltness-Garley

Visitors: Bobbe Ryan

Election of Officers:

President: Trustee Bloemer, with a second by Trustee Soerensen, nominated Tim Olmsted for President. Trustee Bloermer, with a second by Trustee Haupt, made a motion to retain Tim as President by acclimation. A unanimous vote by acclimation retains Tim Olmsted as President.

Vice-President: Trustee Olmsted, with a second by Trustee Haupt, nominated Carol Bloemer for Vice-Presidnet. Trustee Olmsted, with a second by Trustee Soerensen, made a motion to retain Carol as Vice-President by acclimation. A unanimous vote by acclimation retains Carol Bloemer as Vice-President.

Secretary: Trustee Haupt, with a second by Trustee Olmsted, nominated Maggie Patterson for Secretary. Trustee Haupt, with a second by Trustee Soerensen, made a motion to retain Maggie as Secretary by acclimation. A unanimous vote by acclimation retains Maggie as Secretary.

Treasurer: Trustee Soerensen, with a second by Trustee Olmsted, nominated Beth Haupt for Treasurer. Trustee Bloemer, with a second by Trustee Patterson, made a motion to elect Beth as Treasurer by acclimation. A unanimous vote by acclimation elects Trustee Haupt as Treasurer.

Old Business:

Grounds Maintenance: Trustee Patterson noted at the last meeting that the two trees at the entrance to the Libraray/Village Hall could use some trimming, as well as two trees in Rachel's Garden. Maggie spoke with Dale Laningham and will pursue estimates. The Sperry family has recently contacted Sarah about Rachel's Garden. They would like to pursue efforts to make the Garden more maintenance free. Maggie will contact Buzz and Sue for more information.

Personnel Report: Tim and Beth haven't formally met but both have been looking at the current policies and comparing to other Libraries.

New Business:

Committee Appointments: Personnel – Trustees Olmsted, Haupt, and Bloemer
Joint Use – Trustees Bloemer, Soerensen, and Young
Finance – Trustees Haupt, Ryan, and Patterson

Business Outreach: Trustee Patterson reported two area residents had approached her with concerns about the Library sponsoring trivia nights at the Walnut Street Winery. The concern

expressed was that a public entity appeared to be promoting a business. Sarah explained that a portion (\$.50 per glass and \$1.00 per bottle) of the wine sales for the night goes to the Friends of the Library. The Friends receive approximately \$40 per trivia night. Following discussion there were no recommendations from the Board for change.

Sarah presented the "Show Your Card Promotional Plan" with the objectives of enhancing patron relationships with the Library, increase the number of Library card holders, and strengthen relationships with businesses. During the month of September patrons will show their Library cards at participating businesses and receive a discount or gift.

Closed Session Minute Review: Time for the 6 month review of the closed session Minutes. Trustees Soerensen and Young will perform.

Schedule of Board Meetings for FY12: A motion was made by Trustee Olmsted, with a second by Trustee Patterson, to continue to hold the monthly Board meetings on the first Thursday of each month at 6:00 PM in the Community Room. The motion passed by unanimous vote.

Schedule of Holiday closures for FY12: A motion was made by Trustee Bloemer, with a second by Trustee Young, to accept the proposed Holiday closure schedule. The motion passed by unanimous vote.

Prevailing Wage Ordinance: A motion was made by Trustee Bloemer, with a second by Trustee Soerensen, to approve the Prevailing Wage Rate Ordinance. The motion passed by unanimous vote.

Library Bookkeeper: Discussion regarding hiring an internal bookkeeper vs. continuing with Dan Jeffers as a part-time bookkeeper. Currently Dan receives \$5000 per year. Works approximately 5 hrs/wk, though sometimes more. Sarah has proposed that a bookkeeper working in the library could perform extra duties that the Board Treasurer performs currently, plus a closer monitoring of invoices, bills, etc. The proposal and job description will be taken to the Personnel Committee for review.

Closed Session: A motion was made by Trustee Olmsted, with a second by Trustee Haupt, to enter a closed session to discuss personnel issues (Section 2(c)(1)). The motion passed by unanimous vote. Closed session began at 7:55 PM. Open meeting resumed at 9:57 PM.

Communications: Picture in the SJR featuring Kathy Ryan and storytime. Ancel Glink – question of the month.

Director's Report: Report and statistics from Sarah. A suggestion was made to promote "Library on the Go" as some patrons remain unaware of this service.

Next meeting: July 7, 2011 at 6:00 PM, Community Room.

Adjournment: A motion was made by Trustee Bloemer, with a second by Trustee Haupt, to adjourn the meeting. All in favor and the meeting adjourned at 10:10 PM.

Submitted by Secretary Maggie Patterson