

**Rochester Public Library District Board of Trustees Meeting  
March 3, 2011**

**Meeting called to order:** 6:01 PM

**Trustees present:** Vice-President Carol Bloemer, Secretary Maggie Patterson, Treasurer Audrey Mock, Trustee Beth Haupt, Trustee Jerry Robertson, and Trustee Cheryl Soerensen

**Trustees absent:** President Tim Olmsted

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

**Visitors:** None

**Approval of Minutes:** Minutes from the February 3, 2011 Board meeting were reviewed. A motion was made by Trustee Robertson, with a second by Trustee Haupt to approve the minutes. Trustees Bloemer, Robertson, Haupt, and Patterson voted to approve; Trustees Mock and Soerensen abstained. The motion to accept the minutes passed.

**Treasurer's Report:** The Treasurer's Report and bills were reviewed. A motion was made by Trustee Robertson, with a second by Trustee Haupt, to accept the report and bills. The motion passed by unanimous vote.

**Old Business:**

**Joint Use Committee Report:** From Trustee Robertson:

**Attic Insulation Bids:** Bids for the attic insulation were received from 9 companies. The Committee is recommending to accept the bid from Prairie Insulation for \$6983 and to use the Community Room funds to pay for the insulation as the insulation will benefit both the Village and Library. A motion was made to accept the recommendation of the Joint Use Committee to use Prairie Insulation and to use Community Room funds of no more than \$6983. The motion passed by unanimous vote.

**Drainage Issues:** The Joint Use Committee discussed installing a French drain around the building, to drain into the retention area south of the parking lot. The Committee recommended a feasibility study to be done by Crawford, Murphy, and Tilley (CMT) for an estimated cost of \$2000 before going ahead with any further planning. Dale Laningham, Village Manager, will contact CMT. A motion was made by Trustee Robertson, with a second by Trustee Mock, to

approve CMT doing a feasibility survey of the drainage issues around the building and to split the cost with the Village. The motion passed by unanimous vote.

**Personnel Committee Report:** Presented by Trustee Haupt. Beth and Tim have met twice to update the current Personnel policies. They are comparing the current policies with Ready Reference and policies of other local libraries. When complete they will present to the full board.

**Library Director Performance Review:** Performance evaluations were collected by Vice-President Bloemer.

**New Business:** None

**Closed Session:** None

**Communications:** None

**Director's Report:** See attached. Includes schedule for the Horizon upgrade and scheduled spring cleaning by the Library staff.

**Next Meeting Date:** April 7, 2011 at 6:00 PM

**Adjournment:** A motion was made by Trustee Robertson, with a second by Trustee Haupt, to adjourn. Meeting adjourned at 7:10 PM

Submitted by Secretary Maggie Patterson