

**Rochester Public Library District Board of Trustees Meeting
May 5, 2011**

Meeting called to order: 6:04 PM

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

Trustees absent: None

Library Staff: Director Sarah Hjeltness-Garley

Visitors: Harry Hendrickson, Village Trustee

A motion was made by Trustee Olmsted, with a second by Trustee Bloemer, to reorder the agenda and begin with "Old Business – A. Joint Use Committee – Drainage and when finished, resume the scheduled agenda order. The motion passed by unanimous vote.

Joint Use Committee – Drainage: Village Trustee Joe Hill prepared a drawing of current drainage, and proposed drainage for the Library/Village building. Village Trustee Harry Hendrickson presented the plan. Concerns have been raised regarding water seeping into the Library near the entrance and other drainage issues. The Village believes the water near the main entrance was from a broken hose stopcock, which has been repaired. The proposal from Mr. Hill is to improve drainage from the down spouts on the West side of the building. This could be done by the Village Public Works crew for approximately \$2000. Following discussion by the Board a motion was made by Trustee Robertson, with a second by Trustee Bloemer, to ask the Village to perform the proposed drainage work, to include grading and reseeding, on the West side of the building. The motion passed by unanimous vote. Mr. Hendrickson will take the request to the Public Works Department and try to schedule for August.

Approval of Minutes: Minutes from the April 7, 2011 meeting were reviewed. A motion was made by Trustee Haupt, with a second by Trustee Patterson, to approve the Minutes. The motion passed by unanimous vote. A motion was made by Trustee Olmsted, with a second by Trustee Haupt, to approve the Minutes from the April 7, 2011 Closed Session, the Minutes having been reviewed at the Closed Session Meeting of April 25, 2011. Trustees Robertson, Haupt, Soerensen, Olmsted, Patterson, and Bloemer voted "Yes", with Trustee Mock abstaining. The motion passed.

Treasurer's Report: The Treasurer's Report, check register, and credit card summary were reviewed. Sarah was unable to determine the \$20 discrepancy between the original bid and the bill from Prairie Insulation. A motion was made by Trustee Robertson, with a second by Trustee Soerensen, to accept the Treasurer's Report and bills. The motion passed by unanimous vote. The County Clerk's office sent out a revised Property Tax record which shows the Library District will receive \$383,305.51 for the upcoming fiscal year.

Old Business:

Personnel Committee Report: Tim and Beth haven't been able to meet.

Special Reserve Fund Plan: Tim reviewed with the Library District Attorney, Jon Ellis, for language regarding FDIC guarantees and presented an updated Special Reserve Fund Plan. A motion was made by Trustee Robertson, with a second by Trustee Bloemer, to approve the Special Reserve Fund Plan. The motion passed by unanimous vote.

New Business:

Sparks in the Park – Proposed Leave for the Director: Sarah presented plans for this years "Sparks in the Park" participation. An Edible Books Contest will replace the Baking Contest. A decorated trailer belonging

to the Chastain Family and decorated by volunteers will be the Parade entry. The Friends have decided not to sell books in the Park this year, but will do so during the Festival in October. Sarah will be attending her 10 year class reunion and Laura Armstrong will be heading up the Edible Books Contest.

Non-Resident Card Program – Policy and Rate Approval: The cost of the Non-Resident Card has increased from \$138 to \$140, per administrative rule #7A from the Secretary of State. A motion was made by Trustee Mock, with a second by Trustee Olmsted to approve participation in the program and the fee increase. The motion passed by unanimous vote.

Grounds Maintenance: Trustee Patterson noted the tree west of the entrance has gotten quite large, as have one of the trees in Rachel's Garden. She requested permission to seek some estimates of tree trimming and bring back to the Board. She will discuss with Dale at the Village. No objections were raised. Trustee Patterson will proceed with obtaining estimates.

Gale Databases: Presented by Sarah. These would be in addition to current databases purchased by the Library. The titles include Career Transitions, Gale Opposing Viewpoints in Context, Student Resources in Context, and Grzimeks Animals Online at a cost of \$2248. A motion was made by Trustee Patterson, with a second by Trustee Olmsted, to accept the proposed databases at a cost of \$2248. The motion passed by unanimous vote.

Closed Session:

A motion was made by Trustee Olmsted, with a second by Trustee Haupt, to enter a closed session to discuss personnel evaluations and compensation (Section 2(c)(1)). The motion passed by unanimous vote. Closed session began at 7:45 PM.

Open session resumed at 9:33 PM.

A motion was made by Trustee Bloemer, with a second by Trustee Haupt, to accept Proposal A-1. The motion passed by unanimous vote.

A motion was made by Trustee Robertson, with a second by Trustee Soerensen, to provide a 5% salary increase in FY 12 to all staff members in order to maintain fairness. The motion passed by unanimous vote.

Director's Report: Sarah reported on changes in the Rolling Prairie delivery schedule, Friends purchases for the children's area, "Librarian of the Month", magazine barcoding, and staff development.

Communications: None

Announcements: Tim presented findings from the Rural Transportation Survey. Of the Sangamon County Zip Code areas surveyed, Rochester had the highest number of respondents.

Other discussion: Sarah put forth the idea of hiring an internal part time bookkeeper. Trustee Mock will no longer be a Board member and may be interested. The Board is asked to consider pros and cons.

Next Meeting: June 2, 2011

Adjournment: A motion was made by Trustee Robertson, with a second by Trustee Haupt, to adjourn the meeting. All in favor and the meeting adjourned at 9:51 PM

Submitted by Secretary Maggie Patterson