

**Rochester Public Library District Board of Trustees Meeting
July 9, 2015**

Meeting called to order: 6:00 p.m. by President Dianna Kerr-Herrmann

Trustees present: President Dianna Kerr-Herrmann, Vice-President Matt Fuller, Secretary Bonnie Boyce, Treasurer Cheryl Soerensen, Trustee David Hicks, Trustee Fred Roesse, Trustee Shannon Ryan

Trustees absent: None

Library Staff: Director Janet McAllister, Bookkeeper Audrey Mock and Susan Young

Visitors: None

Swearing in of Trustee: Secretary Boyce swore in Shannon Ryan, who was unable to attend the June 11, 2015 meeting.

Approval of Minutes: After reviewing the minutes of the June 11, 2015, 6:00 p.m. meeting a motion was made by Trustee Hicks and seconded by Trustee Fuller to accept the minutes as presented. All present voted aye except for Trustee Ryan who abstained. The minutes of the June 11, 2015, 6:45 p.m. meeting were reviewed. A motion was made by Trustee Kerr-Herrmann and seconded by Trustee Fuller to accept the minutes as presented. All present voted aye except for Trustee Ryan who abstained.

Treasurer's Report/Approval of Bills: The Treasurer's Report was reviewed by Trustee Soerensen who noted a \$9,900 shortfall in the Building Maintenance line item due partially to installation of carpeting. Trustee Soerensen also noted an overage totaling \$11,485 in several other accounts. A motion was made by Trustee Kerr-Herrmann and seconded by Trustee Roesse to approve the Treasurer's Report and Approval of Bills as presented. The motion passed by unanimous vote.

Approval of Minutes: President Kerr-Herrmann noted the closed session minutes from June 11, 2015 had not been reviewed. After the Board reviewed the minutes, a motion was made by Trustee Boyce to approve the minutes from the June 11, 2015 closed session and to keep the minutes closed to the public. All trustees voted aye except for Trustee Hicks who abstained.

Transfer of Funds: A motion was made by Trustee Soerensen to transfer a total of \$11,485 from Salary and other accounts to Building Maintenance to cover the shortfall in that account. The motion was seconded by Trustee Kerr-Herrmann and passed unanimously.

Old Business: At the last meeting the Board voted to seek bids for an audit of the Library's financial records. Directory McAllister and Audrey Mock stated the bids were still being received. This item was tabled until next month.

Committee Reports:

Personnel Committee: President Kerr-Herrmann indicated she and Trustee Fuller met with Director McAllister. A motion was made by President Kerr-Herrmann to change the agenda order and enter closed session. Trustee Hicks seconded the motion. All present voted aye.

Closed session began at 6:22 PM and ended at 7:18 PM.

Finance Committee: Trustee Soerensen stated the Finance Committee met to bring a new committee member up to date. The Committee Members discussed the renewal of the

ProQuest Database subscription that includes Heritage Quest Online and the Ancestry Library. The database has had limited usage in the last year and the renewal is in excess of \$2,000. Trustee Soerensen made a motion not to renew the ProQuest Database subscription, which was seconded by Trustee Boyce and carried unanimously.

Joint Use Committee: No meeting

New Business: There was a brief discussion to establish an Ad Hoc Committee to review and update the Library's Strategic Plan. President Kerr-Herrmann made a motion to establish an Ad Hoc Committee that was seconded by Trustee Soerensen and carried unanimously. Trustee Fuller will head the committee and Trustees Roese and Hicks will also serve on the committee. Trustee Fuller will seek community members to serve on the committee.

Director McAllister reviewed the requirements for the FY16-FY17 Illinois Public Library Per Capita and Equalization Grants. She requested Board Members read Chapter 5 of "Standards for Illinois Public Libraries."

President Kerr-Herrmann stated the thermostats in the library are not functioning properly. She also reviewed repair expenses for the HVAC system. The Board discussed the need to replace the HVAC system. A motion was made by President Kerr-Herrmann to obtain bids to replace the HVAC system in the Library. Trustee Hicks seconded the motion and all present voted aye.

President Kerr-Herrmann and Director McAllister brought up the matter of ticket sales for the Village Sparks in the Park event. There were several patrons angered when they were unable to buy tickets after 4:00 p.m. even though the library was open. The matter will be added to the Joint Use Committee Agenda.

Other Business: President Kerr-Herrmann indicated if a Board Member wanted an item added to the agenda to please email the item to her no later than 72 hours before the meeting.

Communications: Director McAllister shared with the Board thank you notes, newspaper articles and other communications from patrons.

Director's Report: Director McAllister reviewed library statistics for the previous month. The summer reading program has 610 participants and is very successful.

Public Comment: None

Next Meeting Date: August 13, 2015

Adjournment: With no further items to discuss a motion was made by President Kerr-Herrmann and seconded by Trustee Hicks to adjourn the meeting at 8:34 p.m.

Respectfully Submitted
Bonnie Boyce, Secretary
Rochester Public Library District