

**Rochester Public Library District Board of Trustees Meeting
September 10, 2015**

Meeting called to order: 6:10 p.m. by President Diana Kerr-Herrmann

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

Trustees absent: None

Library Staff: Director Janet McAllister, Bookkeeper Audrey Mock, who left the meeting at 6:30 p.m., and Susan Young

Visitors: None

Approval of Minutes:

After reviewing the minutes, Trustee Boyce made a motion to approve the minutes of the August 13, 2015 open meeting and the August 13, 2015 closed meeting and the closed minutes will remain closed. Trustee Fuller seconded the motion and all present voted yes except for Trustee Ryan who abstained.

Treasurer's Report/Approval of Bills:

Trustee Soerensen reviewed The Treasurer's Report and Bills. Trustee Boyce made a motion to approve the Treasurer's Report and Bills as presented, which was seconded by Trustee Kerr-Herrmann and carried unanimously.

Old Business:

HVAC Bids:

Sealed bid envelopes from Henson Robinson Company and E. L. Pruitt were opened and reviewed. After reviewing the bids received the trustees determined the bid information submitted by the two vendors was not comprehensive. President Kerr-Herrmann will contact both companies for a clarification of bid.

Committee Reports:

Personnel Committee:

Trustees Kerr-Herrmann and Fuller presented a new Director's Evaluation Form for review and approval. A revision was suggested by Trustee Hicks regarding development of the Friends of the Library group. Trustee Roese stated this could be accomplished through the Strategic Plan Committee. Trustee Roese made a motion to adopt the Director's Evaluation Form with the removal of the reference to Friends of the Library. The motion was seconded by Trustee Boyce and carried unanimously.

Finance Committee:

No meeting

Joint Use Committee:

MOU Agreement-Hallway and Bathroom Paint:

Trustee Roese and Hicks met with the Village Joint Use Committee representatives and developed a Memo of Understanding for Renovation of the Lobby and Restrooms at the Village Hall. The Village will deduct their portion of the remodeling cost from mowing and snow

removal charges. President Kerr-Herrmann made a motion to accept the Memo of Understanding as presented. Trustee Boyce seconded the motion and all present voted aye.

Approval of Hallway Remodel Bid:

A bid totaling \$3,372, received from Boll Painting to remove wallpaper, paint and replace vinyl base in the entry, entrance corridor and restrooms was reviewed. A motion was made by Trustee Kerr-Herrmann and seconded by Secretary Boyce to approve the remodeling bid. The motion carried unanimously. A motion was made by Trustee Soerensen and seconded by President Kerr-Herrmann to use funds from the Special Reserve Fund to pay for the remodeling project. The motion carried unanimously.

Strategic Plan Committee:

Trustee Fuller stated a letter of invitation to participate was sent to 16 residents. Five people have expressed interest and one person has declined. Director McAllister will contact the remaining 10 residents. A two-hour meeting is scheduled for October 17.

New Business:

Certificate of Deposit Maturing at Bank and Trust:

Trustee Soerensen made a motion to renew the Certificate of Deposit maturing today at Bank and Trust. The motion was seconded by Trustee Boyce and carried unanimously.

Ethics Committee Review, 3 members to be appointed by October:

Director McAllister will contact the current members of the Ethics Committee to ask if they are willing to continue serving on the committee for another year.

Dental and Vision Employee Coverage:

A proposal from Delta Dental and Vision to provide employee coverage was reviewed. The coverage will be at the employee's expense and at no cost to the Rochester Public Library District. A motion was made by Trustee Boyce to accept the proposal from Delta Dental and Vision to provide coverage at the employee's expense. Trustee Hicks seconded the motion and all trustees voted aye.

Purchase of Outside Book Drop:

Director McAllister stated the outside book drop is leaking. Two bids were received to replace the book drop but were more than anticipated. Trustee Hicks suggested having the Village Maintenance Department look at the book drop to see if it can be repaired rather than replaced. President Kerr-Herrmann made a motion to table this item. Trustee Boyce seconded the motion and all present voted aye.

Patron Conduct Policy:

The Board reviewed the Patron Conduct Policy with minor revisions made to the policy. A motion was made by Trustee Hicks to revise the Patron Conduct Policy as suggested. Trustee Boyce seconded the motion and it carried unanimously.

Inter-Library Relationship Policy:

The Board reviewed the Inter-Library Relationship Policy. Director McAllister suggested several minor language changes. Trustee Soerensen made a motion to accept the Inter-Library Relationship Policy as presented which was seconded by Trustee Hicks and carried unanimously.

Other Business:

Trustee Hicks noticed the front door to the building was not opening properly on Tuesday. Directory McAllister reported the repairman stated the extreme heat was causing the doors to drag. Trustee Hicks stated in the future it would be prudent to turn off the automatic door opener during extreme heat so the motor does not burn out.

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 and summarized upcoming events. Director McAllister stated she is working with Rochester Schools to ensure every student has a library card.

Public Comment:

None

Closed Session:

None

Next Meeting Date:

A special meeting is scheduled for September 21, 2015 and the next regular meeting date is October 8, 2015.

Adjournment:

With no further items to discuss a motion was made by Trustee Roese and seconded by Trustee Kerr-Herrmann to adjourn at 8:21 p.m. and passed by acclamation.

Respectfully Submitted
Bonnie Boyce, Secretary
Rochester Public Library District