

**Rochester Public Library District Board of Trustees Meeting  
October 8, 2015**

**Meeting called to order:** 6:00 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

**Visitors:** None

**Approval of Minutes:**

After reviewing the minutes Trustee Soerensen made a modification and Trustee Hicks made a motion to accept the amended September 10, 2015 minutes as presented. The motion was seconded by Trustee Ryan and passed unanimously. The minutes of the September 21, 2015 Public Hearing Meeting were then reviewed. Trustee Soerensen made a modification to the minutes and then made a motion to accept the minutes as amended. The motion was seconded by Trustee Kerr-Herrmann and carried with five ayes and Trustees Hicks and Ryan abstaining.

**Treasurer's Report/Approval of Bills:**

Trustee Soerensen reviewed The Treasurer's Report and Bills noting no major items in the report except for health insurance, which is over budget due to an increased number of employees. Additionally, the Village forwarded a bill received in 2014 for building insurance. This bill was not expected or included in this fiscal year budget. President Kerr-Herrmann will contact the attorney regarding payment of the bill.

**Old Business:**

**HVAC Vendors:**

**Questions/Answers by Vendors on Proposed Bids:**

The two vendors who submitted bids for HVAC replacement were asked to do a clarification of bid. E. L. Pruitt Co., represented by Mr. Bryan Fore, Project Manager entered the meeting. Mr. Fore presented the information requested for a clarification of bid. Mr. Fore exited the meeting and Henson Robinson Company representatives Mr. Kris Prather and Mr. John Terneus, Project Managers entered the meeting. Mr. Prather and Mr. Terneus presented the information requested for a clarification of bid. The Board discussed the two options presented, comparing the product specifications and warranties.

President Kerr-Herrmann made a motion to accept the bid from Henson Robinson Company not to exceed \$25,000 without board approval for a York high efficiency air conditioner with a stainless steel heat exchanger and a five-year extended warranty on parts. The motion was seconded by Trustee Hicks and carried unanimously.

**Committee Reports:**

**Personnel Committee:**

Trustees Kerr-Herrmann and Fuller presented revised personnel policy 5.01 Performance and Evaluation. The updated language references the Director Evaluation adopted at a previous board meeting. Also presented was 6. Benefits with updated language addressing the dental and vision insurance offered at employee expense. A motion was made by Trustee Boyce to

adopt the revised personnel policies 5.01 Performance and Evaluation and 6. Benefits as presented. The motion was seconded by Trustee Fuller and passed unanimously.

**Finance Committee:**

No meeting

**Joint Use Committee:**

No meeting.

**Strategic Plan Committee:**

Trustee Fuller stated a two-hour meeting is scheduled for October 17 and approximately 10 people are expected to attend.

**New Business:**

**Levy Ordinance Approval:**

Board members reviewed the Levy Ordinance. Trustee Boyce made a motion to approve Ordinance No. 2016-04 for the Levy and Assessment of Taxes for the Rochester Public Library District for the Fiscal Year Beginning July 1, 2015 and ending June 30, 2016. The motion was seconded by Trustee Soerensen and carried unanimously.

**Ethics Committee Appointment:**

Director McAllister contacted the three members of the Ethics Committee and all were willing to remain on the committee for the next year. Trustee Soerensen made a motion to appoint Emma Van Dyke, Jerry Robertson and Beth Haupt to the Ethics Committee for the next year. Trustee Boyce seconded the motion and all present voted aye.

**Ethics Ordinance Review**

The Board reviewed the Ethics Ordinance, which was adopted in 2014.

**Other Business:**

Trustee Kerr-Herrmann stated the hallway remodel would begin during the latter part of October. Trustee Hicks indicated he repaired the outside book drop with weather stripping and Director McAllister stated the book drop had not leaked during the last rainstorm. President Kerr-Herrmann reminded the other Trustees to route all building issues through the Director.

**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. September was National Library Card Sign-up Month and 52 cards were issued. Approximately 200 people attended the first annual STEM Fair held at RHS. Tech Services (Jacob Pahde and Bobbe Ryan) completed the census records in Local History.

**Public Comment:**

None

**Closed Session:**

None

**Next Meeting Date:**

The next regular meeting date is November 12, 2015.

**Adjournment:**

With no further items to discuss a motion was made by Trustee Kerr-Herrmann and seconded by Trustee Roese to adjourn at 8:24 p.m. and passed by acclamation.

Respectfully Submitted  
Bonnie Boyce, Secretary  
Rochester Public Library District