

**Rochester Public Library District Board of Trustees Meeting
November 12, 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

Visitors: None

Approval of Minutes:

Trustee Hicks made a motion to accept the October 8, 2015 minutes as presented. The motion was seconded by Trustee Kerr-Herrmann and passed unanimously.

Treasurer's Report/Approval of Bills:

Trustee Soerensen reviewed The Treasurer's Report and Bills noting the insurance line item continues to be over budget and the Library received an unexpected bill from the Village for ice melt. Trustee Kerr-Herrmann made a motion to approve the Treasurer's Report and Approval of Bills as presented. The motion was seconded by Trustee Fuller and passed unanimously.

Old Business:

Closing for HVAC installation:

The representative for Henson Robinson assured the Director residual heat in the Library would be sufficient to maintain a comfortable temperature during the installation of the HVAC system. The Library will not close during the installation.

Drainage in Rachel's Garden:

Trustee Kerr-Herrmann reported the Village Maintenance Crew would not begin work planned to improve garden area drainage.

Committee Reports:

Personnel Committee:

Trustees Kerr-Herrmann and Fuller presented the revised Bylaws of the Rochester Public Library District and requested the Trustees review the document before the December meeting.

Distribution of Director's 6 month evaluation:

Trustee Kerr-Herrmann requested the Director's evaluation be completed and returned to her no later than November 25, 2015.

Finance Committee:

No meeting

Joint Use Committee:

No meeting.

Strategic Plan Committee:

Trustee Fuller stated the Strategic Plan Committee meeting was productive and presented a summary of items discussed. Trustee Fuller requested the other Trustees review the summary and forward their comments to him.

New Business:**IT Proposal-Funds Requested:**

Director McAllister presented a proposal from Levi, Ray & Shoup to upgrade the Library's Wi-Fi access points. The Director indicated patrons' Wi-Fi connections often fail and this upgrade will resolve the issue. Trustee Kerr-Herrmann made a motion to approve the Wi-Fi Network access points and switch proposal, including cabling, labor and hardware not to exceed \$2,000. The motion was seconded by Trustee Fuller and passed unanimously.

Open 12:00 pm, Friday, December 4:

Director McAllister requested the Library open at noon on December 4th. There will be a staff meeting after which the Library will be decorated for the Holidays. Trustee Boyce made a motion for the Library to open at 12:00 pm, December 4, 2015. The motion was seconded by Trustee Kerr-Herrmann and carried unanimously.

Division of Responsibility Policy:

Director McAllister presented an updated Division of Responsibility policy for review. Trustee Kerr-Herrmann made a motion to table this item that was seconded by Trustee Fuller and carried unanimously.

Water Fountain Repair-Funds Request or Removal:

Director McAllister indicated the water fountain compressor and thermostat do not work. Options discussed included repair, replacement, or removal of the water fountain. Trustee Boyce moved to table this item for further research with a second from Trustee Roese. The motion carried unanimously.

Other Business:

Trustee Kerr-Herrmann requested the Joint Use Committee schedule a meeting with the Village representatives to discuss bills received from the Village and drainage work in the garden area.

Director McAllister indicated the auditors completed their on-site work and a report will be forthcoming.

Trustee Kerr-Herrmann stated the painting firm hired to complete lobby painting and repair was not available to do the work. Director McAllister will seek bids from other firms.

Trustee Fuller recently attended the ILA conference where he focused on sessions dealing with Roberts Rules of Order and Board Governance and filling board vacancies.

Trustee Kerr-Herrmann discussed the need to form a new committee to evaluate building repair and maintenance.

Communications:

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

Director's Report:

Director McAllister noted a donation from the Illinois Society of Professional Engineers Capital Chamber Auxiliary. The Director met with Debbie Burke to discuss a school program for student volunteers.

Public Comment:

None

Closed Session:

None

Next Meeting Date:

The next regular meeting date is December 10, 2015

Adjournment:

With no further items to discuss a motion was made by Trustee Kerr-Herrmann and seconded by Trustee Hicks to adjourn at 8:06 p.m. and passed by acclamation.

Bonnie Boyce, Secretary

President Diana Kerr-Herrmann