

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

Meeting called to order: 6:08 p.m. by President Diana Kerr-Herrmann

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

Trustees absent: Treasurer Cheryl Soerensen

Library Staff: Director Janet McAllister

Visitors: None

Public Comment: None

Approval of Minutes:

Trustee Hicks made a motion to accept the November 12, 2015 minutes as presented. The motion was seconded by Trustee Fuller and passed unanimously.

Treasurer's Report/Approval of Bills:

Trustees reviewed The Treasurer's Report and Bills. Trustee Hicks asked for additional information regarding a \$450 equipment purchase. Director McAllister indicated the purchase was for a door counter. Trustee Kerr-Herrmann made a motion to approve the Treasurer's Report and Approval of Bills as presented. The motion was seconded by Trustee Boyce and passed unanimously.

Unfinished Business:

Division of Responsibility Policy:

Trustees reviewed the Division of Responsibility Policy. Trustee Kerr-Herrmann made a motion to approve the Division of Responsibility Policy as presented and was seconded by Trustee Fuller. The motion carried.

Water Fountain Repair:

Director McAllister indicated she had not received the information necessary for the Board to take action. Trustee Hicks made a motion to table this item. The motion was seconded by Trustee Kerr-Herrmann and passed unanimously.

Committee Reports:

Personnel Committee:

Bylaws of the Rochester Public Library District:

Trustees Kerr-Herrmann and Fuller presented the revised Bylaws of the Rochester Public Library District. A motion was made by Trustee Boyce to adopt the revised Bylaws of the Rochester Public Library District as presented. The motion was seconded by Trustee Hicks and carried unanimously.

Director's Evaluation Form:

Trustee Kerr-Herrmann made a motion to change the agenda and enter into closed session. The motion was seconded by Trustee Boyce and carried unanimously.

Closed Session:

The Board entered closed session at 6:27 p.m. The Board came out of closed session at 7:06 p.m.

Finance Committee:

Trustee Boyce stated the Finance Committee discussed the Insurance Fund, the unexpected purchase of a door counter and an unanticipated bill from Pro-Quest Data Base. The Committee will meet in February to evaluate the budget and make transfer recommendation.

Joint Use Committee:

Trustee Hicks reported discussion included the insurance bill, painting and repair of the hallway, drainage in Rachel's Garden and the Butterfly Garden. The Village will add the Library to the insurance policy and the Library will pay the insurance bill received in September 2015 during this fiscal year. The Library will not pay the bill expected in January until July 2016. The Village maintenance personnel plan to begin drainage work when their work schedule permits. Village representatives requested plans for the Butterfly Garden before drainage work begins. It was also agreed to amend the MOU. The Board reviewed 3 bids received for painting and repair of the entry, hallway and restrooms. Trustee Kerr-Herrmann made a motion to accept the bid from B & N Painting, Inc. in the amount of \$5,575.00. The motion was seconded by Trustee Hicks and carried unanimously.

Strategic Plan Committee:

Trustee Fuller presented a framework for the Strategic Plan. The Strategic Plan Committee will meet in January.

New Business:

Discussion of Insurance Cost for Employees/Employee Contribution to Cost:

Director McAllister presented a chart with health insurance rates for the previous 4 years. The cost per employee has decreased.

Travel Per Diem Rates:

The Personnel Committee will review the travel Per Diem rate policy. Director McAllister will have employees complete a standardized form for reimbursement requests.

Other Business:

None

Communications:

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

Director's Report:

Director McAllister noted the Autism Grant was submitted and the Per Capita Grant will be submitted. The Director met with Debbie Burke to discuss the Summer Rec Program.

Next regular Meeting Date:

The next regular meeting date is January 14, 2016

Adjournment:

With no additional items to discuss Trustee Kerr-Herrmann made a motion to adjourn at 8:15 p.m., which was seconded by Trustee Boyce and passed by acclamation.

Bonnie Boyce, Secretary