

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

Meeting called to order: 6:03 PM by President Tim Olmsted

Trustees present: President Tim Olmsted, Vice-President Chris McDonald, Treasurer Cheryl Soerensen, Secretary Maggie Patterson, Trustee Diana Kerr-Herrmann, and Trustee Ed Hein

Trustees absent: Trustee Shannon Ryan

Library Staff: Director Janet McAllister, Bookkeeper Audrey Mock, Library Attorney Jon Ellis

Visitors: Bonnie Boyce, Susan Young

Approval of Minutes: A motion was made by Trustee Hein, with a second by Trustee McDonald, to approve the Minutes from the December 11, 2014 meeting. The motion passed by unanimous vote. Secretary Patterson asked for a motion to include the email received from Village Trustee Harry Hendrickson with the December Minutes. A motion was made by Trustee Kerr-Herrmann, with a second by Trustee Hein, to include the email discussed at the December meeting with the December Minutes. The motion passed by unanimous vote.

Treasurer's Report/Approval of Bills: Several shredding companies have been contacted about their costs for shredding documents. The Library has a large volume to be shredded. A motion was made by Trustee Olmsted, with a second by Trustee Hein, to approve the Treasurer's Report and December bills. The motion passed by unanimous vote.

Old Business:

Electronic Front Doors – Special Reserve Funds/Grant Funds – Director McAllister (Janet) reported she was unable to find other grant funds to pay for the electronic front doors. Rhett Hillard, sales manager for D. H. Pace, gave a presentation to the Board on the electronic doors his company sells and installs. He answered several questions. Trustee Kerr-Herrmann provided information on another company, Tee Jay Central. She will contact the company again with some further questions. This item is tabled until the next meeting.

Back Doors to Garden – Trustee Hein has no further information. Table until next meeting.

New Volunteer Group – Beth Haupt not able to attend. Table until next meeting.

Water Drainage in Rachel's Garden – Trustee Kerr-Herrmann to discuss with Village Trustee Harry Hendrickson next week.

New Business:

Special Reserve Fund Plan – Mr. Ellis tells us that there should be an ordinance from when the Library District was first formed, he believes in 1986, regarding the Special Reserve Fund for building and equipment. Audrey will look through past records for this document.

Public Funds Investment Act Policy – The Board had questions from the last meeting about the number of Board members to appoint to the Investment Committee, if the committee is subject to OMA, and if the Library bookkeeper can be appointed to the committee instead of the Library Director. Mr. Ellis indicates the Director is the appropriate person to have on the committee. He will get back to us after researching the OMA requirements. Tabled until the February meeting.

Village Bill for Mowing – The Library received a bill from the Village for the Library's share of the mowing expenses. The bill was for \$2287.01. In the past the Library has been charged \$700. No notification was given the Library that the expense was going to triple and only \$700 had been budgeted. This led to questions of what will the Library's portion be for the coming year and what will

the charge be for snow removal. This is a matter for the Joint Use Committee to discuss. Janet will email members and facilitate a meeting.

Internet/Phone Provider – Janet reports a great deal of difficulty recently with Comcast. The internet crashes several times each day resulting in, among other things, the inability to check patrons out. Comcast has been out but the problem hasn't been solved. Janet will look into what AT & T has to offer. Meanwhile it was suggested to Janet that a log be kept of all problems.

Closing February 13, 2015 for Moving Shelving Units – Janet requests the Library be closed on this date for moving shelving units to accommodate a teen area. A motion was made by Trustee Olmsted, with a second by Trustee Patterson, to close the Library on February 13, 2015. The motion passed by unanimous vote. Janet will give proper notification to patrons.

FOIA/OMA Training – Is not needed on an annual basis. The new Board members will be required to complete the training within 90 days of taking office.

Other Business: An energy audit will be conducted. Janet requested Trustee Hein to accompany her when this is done. Trustee Hein agreed.

Communications: SJR article about "Reading with Gabbie".

Director's Report: History Pin is up and running. Online registration is now available for Library events and programs. Janet noted the continued growth in social media. Staff reports shared with the Board.

Public Comment: None

Closed Session: Motion made by Trustee Patterson, with a second by Trustee Olmsted, to enter closed session to review Minutes from the closed session held on December 11, 2014. The motion passed by unanimous vote. Closed session began at 8:33 PM.

Regular meeting resumed at 8:35 PM. Action taken: A motion was made by Trustee McDonald, with a second by Trustee Hein, to approve the closed session Minutes from December 11, 2014 and to open them to the public. The motion passed by unanimous vote.

Next Meeting: February 12, 2015 at 6:00 PM

Adjournment: A motion was made by Trustee Olmsted, with a second by Trustee Kerr-Herrmann, to adjourn the meeting. All in favor and the meeting ended at 8:39 PM.

Submitted by Secretary Maggie Patterson