

**Rochester Public Library District Board of Trustees Meeting  
March 12, 2015**

**Meeting called to order:** 6:02 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 Shannon Ryan

**Trustees absent:** None

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

**Visitors:** Bonnie Boyce

**Approval of Minutes:** A motion was made by Trustee Olmsted, with a second by Trustee Ryan, to approve the Minutes from the February 12, 2015 meeting. The motion passed by unanimous vote.

**Treasurer's Report/Approval of Bills:** A motion to approve the Treasurer's Report and approve February bills was made by Trustee Olmsted, with a second by Trustee Kerr-Herrmann. The motion passed by unanimous vote.

### **Old Business**

**Public Funds Investment Act Policy** – Library Attorney Jon Ellis explained this policy is required by law and provides for the deposit and investment of public funds. The Board discussed the policy as written by Mr. Ellis with some changes. It was decided the Investment Committee will be comprised of the Treasurer and the Library bookkeeper. A motion was made to approve Resolution 2015-01, A Resolution for the Adoption of a Written Policy for the Investment of Public Funds by the Board of Library Trustees of the Rochester Public Library District, by Trustee McDonald, with a second by Trustee Olmsted. The motion passed by unanimous vote.

### **Committee Reports**

**Personnel Committee:** Committee has not met. Meeting to be scheduled.

**Finance Committee:** Budget planning is under way. CD is coming due and discussed keeping this money readily accessible for potential upcoming expenses.

**Joint Use Committee:** Parking lot needs to be resealed. This will include restriping the parking spaces. The Library share will be approximately \$4500. No firm decisions on the drainage issue in Rachel's Garden. Work won't begin until fall. Every effort will be made to preserve plantings. Janet has talked with Chelley Gerber from Evergreen Landscape. Chelley said her company could dig up plants, store them and replant. Janet will ask for an estimate. The mowing bill was refigured but the Library portion is only \$141 less than the original bill. The projected amount for the 2015 mowing season is approximately \$2100 based on 30 mowings. Janet will keep track of how many times the mowing is actually done. The Village proposes to move the two concrete/stone benches in front of the building. It is the consensus of the Library Board that, while there is no objection to moving the benches, this is not something that is essential and the Board will not contribute any money toward moving expenses.

### **New Business**

**Collection of Library Director Review** – Board members turned in their reviews of the Director to President Olmsted.

**CD Balance** – A CD is from LPL Financial is coming due. It is the recommendation of the Finance Committee to keep this money accessible for upcoming expenses. A motion was made by Trustee Soerensen, with a second by Trustee Patterson, to move the CD in the amount of \$44,176 from the current CD to a money market account. The motion passed by unanimous vote.

**Transfer of Special Fund** – See above.

**Rachel's Garden Fall Clean-up Bid** – An FYI from Janet: Evergreen Landscape didn't come last fall to do the clean-up. \$800 was budgeted. The company will come for spring clean-up but with additional work to be done the charge will be \$875.

**Other Business:** Copies of "Keys and Building Access Policy" were distributed to Board members. Trustee Kerr-Herrmann reported that there will be an additional \$745 charge from B & B Electric to tie the electronic doors into the fire alarm system. Star Party dates have been set for Saturday, April 25 at 7 PM at the Library. Rain/cloud date is Saturday, May 9 at 7 PM.

**Communications:** Janet distributed articles about the Library that have appeared in the Rochester Times and State-Journal Register.

**Director's Report:** The book sale brought in \$1766.59. Several adults and teens volunteered at the event. South Fork Christian Church has made and donated 60 dresses for the Little Dresses for Africa program. The Library received 3 free books from "Targeting Autism Forum". Library statistics and staff reports were shared with the Board.

**Public Comment:** None

**Closed Session:** None

**Next meeting:** April 9, 2015 at 6 PM

**Adjournment:** A motion was made by Trustee Olmsted, with a second by Trustee Ryan, to adjourn the meeting. All in favor and the meeting ended at 8:10 PM.

Submitted by Secretary Maggie Patterson