

**Rochester Public Library District Board of Trustees Meeting  
December 11, 2014**

**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 Ed Hein

**Trustees absent:** Trustee Shannon Ryan

**Library Staff:** Director Janet McAllister, Bookkeeper Audrey Mock

**Visitors:** Bonnie Boyce, Susan Young, Jacob Pahde, Rachel Kocis

**Approval of Minutes:** A motion was made by Trustee Hein, with a second by Trustee Kerr-Herrmann, to approve the Minutes from the November 13, 2014 meeting as amended. The motion passed by unanimous vote.

**Treasurer's Report/Approval of Bills:** A motion was made by Trustee Hein, with a second by Trustee Olmsted, to approve the November bills and Treasurer's Report. The motion passed by unanimous vote. Audrey reported to the Board the approval has been received from the Illinois State Archives to shred certain items dating back to 1985. This is the end of a process that began several months ago.

**Old Business:**

**Live and Learn Grant – Front Doors** – The Live and Learn Grant is awarded one time only. Discussion by the Board regarding applying for the grant now or making the application for a larger amount that may be needed in the future. A motion was made by Trustee Hein, with a second by Trustee McDonald, to **not** use the Live and Learn grant for the front doors.

**Electronic Front Doors – Special Reserve Funds** – Trustee McDonald asked if there might be other grants, Federal or otherwise, that may be available for ADA compliance upgrades. Per an email received from Village Trustee Harry Hendrickson, the Village of Rochester has no money to contribute to upgrade the front doors to be ADA compliant. A motion was made by Trustee Hein, with a second by Trustee McDonald, for the Library Board to commit to purchase and install equipment to make the front doors and the Library door ADA compliant. The motion passed by unanimous vote. Trustee Kerr-Herrmann had some basic information from two companies. She will get more detailed information for the next meeting.

**Back doors to the garden** – The steel doors are warped and not fitting tightly. Trustee Hein, with the assistance of a contractor, is looking into the situation. The doors may need to be replaced.

**New Volunteer Group** – Beth Haupt was unable to attend tonight's meeting. This item will be added to the January agenda.

**Committee Reports:**

**Personnel Committee** – Members met to discuss a job description for a Seasonal Associate.

**Finance Committee** – No meeting. Trustee Soerensen noted that the Finance Committee meeting held on November 13, 2014 to approve Minutes from a previous meeting was not in compliance with the Open Meetings Act. The agenda was posted outside the Library but was not posted on the Library's website as required. Director McAllister will attempt to see why the online posting failed.

**Joint Use Committee** – No meeting. Trustee Hein is relinquishing his seat on this Committee. Trustee Kerr-Herrmann will assume the seat as she has been involved in much of the recent work regarding the doors and water issues.

**New Business:**

**Back doors to garden** – See above.

**Special Reserve Fund Plan** – Table until January, 2015 meeting.

**Public Funds Investment Act Policy** – The Library has such a policy, adopted January 3, 2011. Jon Ellis, Library attorney, reviewed the policy and found it is not as robust as it could be. He has sent an updated policy for review by the Board. A question for Mr. Ellis: May the Board appoint the bookkeeper rather than the Library Director to the Investment Committee? Table until next meeting for clarification.

**Seasonal Job Description** – A motion was made by Trustee Hein, with a second by Trustee Olmsted, to accept the job description for Seasonal Associate as recommended by the Personnel Committee. The motion passed by unanimous vote.

**Other Business:**

Trustee Kerr-Herrmann reported on information received via email from Village Trustee Harry Hendrickson regarding the water issues in the back of the building/garden area. A recommended solution is installing grass pavers. This will be added to the agenda for the January meeting.

**Communications:** Director McAllister shared news articles about Library programs that have been in the Rochester Times and other publications and an email from the Williamsville Library after their recent visit to the Rochester Library.

**Director's Report:** Trustee Hein had asked for a dollar estimate of the impact a minimum wage increase would have on the Library. Director McAllister estimates approximately \$1000 for a six month time period. Rochester Women's Club donated \$50 to the Library. A joint holiday party with the fire department is upcoming – featured guest: Santa Claus. Staff reports shared.

**Public Comment:** Rachel Kocis introduced. Welcome, Rachel.

**Closed Session:** A motion was made by Trustee Patterson, with a second by Trustee Olmsted, to enter closed session for semiannual review of closed session Minutes. The motion passed by unanimous vote. Closed session began at 8:04 PM

Regular meeting resumed at 8:20.

**Action taken:** A motion was made by Trustee Patterson, with a second by Trustee Olmsted to open the closed meeting Minutes of the Personnel Committee dated September 29, 2014 to the public. The motion passed by unanimous vote. A motion was made by Trustee Patterson, with a second by Trustee Olmsted, to destroy recordings of closed sessions dated 2-7-13, 3-7-13, 5-2-13, and 6-6-13. The motion passed by unanimous vote.

**Next Meeting:** January 8, 2014 at 6:00 PM

**Adjournment:** A motion to adjourn was made by Trustee Olmsted, with a second by Trustee Kerr-Herrmann. All in favor and the meeting adjourned at 8:23 PM.

Submitted by Secretary Maggie Patterson