

**Rochester Public Library District Board of Trustees Meeting
May 14, 2015**

Meeting called to order: 6:01 PM by Vice-President Chris McDonald

Trustees present: Vice-President Chris McDonald, Secretary Maggie Patterson, Trustee Diana Kerr-Herrmann, and Trustee Shannon Ryan

Trustees absent: President Tim Olmsted (arrived at 6:23 PM), Treasurer Cheryl Soerensen (arrived at 7:27 PM)

Library Staff: Director Janet McAllister, Bookkeeper Audrey Mock

Visitors: Bonnie Boyce, Matt Fuller, Susan Young

Swearing-in of Trustee: Fred Roese was sworn in as Library Board Trustee.

Approval of Minutes: A motion was made by Trustee Kerr-Herrmann, with a second by Trustee McDonald, to approve the Minutes from the April 9, 2015 meeting. Trustees McDonald, Patterson, Kerr-Herrmann, and Roese voted “yes”; Trustee Ryan abstained. The motion passed.

Personnel Committee Minutes – A motion was made by Trustee McDonald, with a second by Trustee Patterson (both of the Personnel Committee) to approve the Minutes from the April 16, 2015 Personnel Committee meeting. Both approved the motion. A motion was made by Trustee McDonald, with a second by Trustee Patterson, to approve the closed session Minutes from the April 16, 2015 meeting and to open them to the public. Both approved the motion.

Treasurer’s Report/Approval of Bills: Audrey answered questions in the absence of the Treasurer. A grant check is expected soon to cover the lighting expense. A motion was made by Trustee Kerr-Herrmann, with a second by Trustee Patterson, to approve the Treasurer’s Report and April bills. Trustees Kerr-Herrmann, Roese, McDonald, Ryan, and Patterson voted “yes”; Trustee Olmsted abstained.

Old Business: None

Committee Reports

Personnel Committee – Committee members presented the following job descriptions for review and approval: Library Director – reformatted; Circulation Manager – updated; Adult Program and Outreach Coordinator – updated; Circulation Assistant – updated. The Personnel Committee recommends approval of the job descriptions. A motion was made by Trustee Olmsted, with a second by Trustee Kerr-Herrmann, to approve the above job descriptions. The motion passed by unanimous vote.

Finance Committee – Working budget presented by Finance Committee. Projected “Furniture and Equipment” purchases and “Building and Maintenance” expenses outlined. Long discussion on the LSTA grant amount. Trustee McDonald questioning why the amount of \$5000 is used. It seems that this line needs an amount and \$5000 is the amount typically used. A motion was made by Trustee Olmsted, with a second by Trustee Ryan, to approve the FY15-16 Working Budget. Trustees Ryan, Olmsted, Patterson, Kerr-Herrmann, and Roese voted “yes”; Trustee McDonald voted “no”. The motion passed.

Joint Use – None

New Business:

CD Funds for Rachel’s Garden Drainage – Trustees noted that there are funds in a Money Market account in anticipation of upcoming needs. There is no quote or plan so nothing to approve. No action taken.

CD Funds for Parking Lot – Same issue as above with garden drainage. No action taken.

Request for Funds for Carpet – Current carpet is worn and needs replacing from the circulation desk to the front door. A motion was made by Trustee McDonald, with a second by Trustee Ryan, to accept the quote for carpet from Calhoun Floorz HSK, Inc for the amount of \$6,317.69 for carpet replacement. The motion passed by unanimous vote.

Approval Library Closing and Staff Development – A motion was made by Trustee Kerr-Herrmann, with a second by Trustee McDonald, to approve closing the Library on the day of the carpet laying and using a portion of the day for staff development. The motion passed by unanimous vote.

Request for Funds – Hallway and Bathroom Paint – Trustee Kerr-Herrmann brought for discussion the sorry state of the wallpaper in the entry area of the building and the bathrooms. She asked that the Library Board consider providing funds for these areas to have the wallpaper removed and to be painted. The Village has said there is no money available to assist with covering the cost. There was general opposition to the idea of the Library paying for the refurbishing without the Village making any contribution. No action was taken. It was suggested that the Joint Use Agreement between the Library and the Village be reviewed by both parties.

3D Loan Policy and 3D Long Term Loan Policy – A motion was made by Trustee Patterson, with a second by Trustee Ryan, to approve both policies. The motion passed by unanimous vote.

Non-Resident Fee - A motion was made by Trustee Patterson, with a second by Trustee Soerensen, to approve the non-resident fee in the amount of \$151 for FY15-16. The motion passed by unanimous vote.

Other Business: Electronic doors are scheduled to be installed the week of May 18.

Communications: Articles from Rochester Times; “thank you” notes from patrons.

Director’s Report: A big “thank you” to Bank & Trust for the \$500 contribution to the summer reading program. Janet has scheduled a Trustee Training Day on Saturday, June 13th at 9:00 AM for the new Trustees. Bev Obert will be conducting the training. Following the training session there will be a tour of the Library for the Trustees. Janet shared reports from the various service areas and the monthly statistics.

Public Comment: Susan Young thanked the out-going Board members for their service.

Closed session: A motion to begin a closed meeting to discuss the Director’s evaluation and to review the April 9 closed meeting Minutes was made by Trustee Olmsted, with a second by Trustee Patterson. The motion passed by unanimous vote. Closed session began at 8:23 PM.

Closed session ended at 9:22 PM

Action taken:

- 1) A motion was made by Trustee Patterson, with a second by Trustee Soerensen, to approve the April 9, 2014 closed session Minutes. The motion passed by unanimous vote.
- 2) A motion was made by Trustee Patterson, with a second by Trustee Olmsted, to open the Minutes from December 11, 2014 and January 8, 2015 to the public. The motion passed by unanimous vote.
- 3) A motion was made by Trustee Patterson, with a second by Trustee Soerensen, to destroy the recordings older than 18 months (October 10, 2013, November 14, 2013, and December 12, 2013). The motion passed by unanimous vote.

Next meeting: June 11, 2015 at 6:00 PM.

Adjournment: A motion was made by Trustee Patterson, with a second by Trustee Roese, to adjourn the meeting. All in favor and the meeting ended at 9:28 PM.

Submitted by: Secretary Maggie Patterson

