

**Rochester Public Library District Board of Trustees Meeting
June 11, 2015**

Meeting called to order: 6:00 PM by President Tim Olmsted

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

Trustees absent: Trustee Shannon Ryan

Library Staff: Director Janet McAllister, Bookkeeper Audrey Mock

Visitors: Several Library staff members and members of the public.

Approval of Minutes: A motion was made by Trustee Kerr-Herrmann, with a second by Trustee Roese, to approve the Minutes from the May 14, 2015 meeting. The motion passed by unanimous vote. A motion was made by Trustee Olmsted, with a second by Trustee McDonald, to enter closed session to review Minutes from the closed session of May 14, 2015. The motion passed by unanimous vote.

Closed session began at 6:06 PM and ended at 6:10 PM.

Action taken: A motion was made by Trustee Olmsted, with a second by Trustee Soerensen, to approve the Minutes from the May 14, 2015 closed meeting and to keep the Minutes closed to the public. The motion passed by unanimous vote.

Treasurer's Report/Approval of Bills: A shortfall in the Building Maintenance line item is noted, due partially to the surprise increase in the mowing bill from the Village and the change in lighting. Money from the lighting grant will be added to this account and will cover most of the shortfall. Some transfer of monies from other line items will occur at the next meeting. A motion was made by Trustee Olmsted, with a second by Trustee Kerr-Herrmann, to approve the Treasurer's Report and approve the May bills.

Swearing in of Trustees: The newly elected Trustees Bonnie Boyce, Matt Fuller, and David Hicks were sworn in by Secretary Maggie Patterson. Trustee Shannon Ryan was unable to attend and will be sworn in at the next meeting.

Recognition of Outgoing Trustees: Outgoing Trustees Tim Olmsted, Chris McDonald, and Maggie Patterson were thanked for their service. Each Trustee was honored with a book of special interest to that particular Trustee. The books have been added to the Library collection and available for checkout. A bookplate inside the front cover designates the Trustee.

Adjournment: A motion was made by Trustee Olmsted, with a second by Trustee McDonald, to adjourn the meeting. The motion passed by unanimous vote. The meeting was adjourned at 6:21 PM.

Submitted by Secretary Maggie Patterson

**Rochester Public Library District Board of Trustees Meeting
June 11, 2015**

Meeting Called to order: 6:45 p.m. by Cheryl Soerensen

Trustees present: Cheryl Soerensen, Dianna Kerr-Herrmann, Fred Roese, David Hicks, Matt Fuller and Bonnie Boyce

Trustees absent: Shannon Ryan

Library Staff Present: Director Janet McAllister, Bookkeeper Audrey Mock, Jacob Pahde and Bobbe Ryan

Visitors: Kathryn DiNardo, Marty Fairchild, Diane Fairchild and Don Boyce

Election of Officers: Trustee Soerensen made a motion with a second by Trustee Fuller nominating Dianna Kerr-Herrmann as President. All present voted aye and the motion carried. President Kerr-Herrmann made a motion nominating trustee Matt Fuller as Vice President. Trustee Roese seconded the motion and all present voted aye. A motion was made by Trustee Soerensen nominating Bonnie Boyce as Secretary, which was seconded by Trustee Fuller. The motion carried with all present voting aye. Trustee Fuller made a motion nominating Cheryl Soerensen as Treasurer. The motion was seconded by Trustee Kerr-Herrmann and carried unanimously.

Old Business: None

Committee Appointments: President Kerr-Herrmann made the following committee appointments:

- A. Personnel Committee: Trustees Kerr-Herrmann and Fuller
- B. Finance Committee: Trustees Soerensen and Boyce
- C. Joint Use Committee: Trustees Hicks and Roese

New Business: In addition to Director McAllister, the Board is required to appoint a FOIA Officer. After a brief discussion, Trustee Soerensen made a motion nominating Trustee Fuller as FOIA Officer. Trustee Hicks seconded the nomination and all present voted aye. The Board next reviewed a schedule of meeting dates for FY2015. A motion was made by Trustee Kerr-Herrmann and seconded by Trustee Roese to follow the schedule of meeting dates as presented. The motion passed unanimously. The Board will meet the second Thursday of each month at 6:00 p.m. in the Library Community Room. The meeting dates are as follows:

July 9, 2015	January 14, 2016
August 13, 2015	February 11, 2016
September 10, 2015	March 10, 2016
October 8, 2015	April 14, 2016
November 12, 2015	May 12, 2016
December 10, 2015	June 9, 2016

Holiday closures for FY2015 were also reviewed. Director McAllister noted the Library will be open Saturday, July 4, 2015 but will be closed Friday, July 3, 2015 in order for employees to observe Independence Day and participate in the Village parade. Trustee Hicks suggested the library be closed July 3rd and 4th. After a brief discussion, a motion was made by Trustee Hicks and seconded by Trustee Boyce to amend the holiday closure list to close the library July 3rd and 4th in observance of Independence Day. All present voted aye. A motion was made by Trustee Hicks and seconded by Trustee Fuller to adopt the amended holiday closures for FY2015. The motion carried with all present voting aye.

The Rochester Public Library District will observe the following holidays during FY2015:

Independence Day

Friday, July 3, 2015

Saturday, July 4, 2015

Labor Day

Monday, September 7, 2015

Veteran's Day

Wednesday, November 11, 2015

Thanksgiving Holiday

Thursday, November 26, 2015

Friday, November 27, 2015

Winter Holiday

Thursday, December 24, 2015

Friday, December 25, 2015

Thursday, December 31, 2015

Friday, January 1, 2016

Martin Luther King Jr. Day

Monday, January 18, 2016

President's Day

Monday, February 15, 2016

Memorial Day

Monday, May 30, 2016

After reviewing the Prevailing Wage Ordinance document, a motion was made by Trustee Kerr-Herrmann to adopt as presented, Resolution 2015-01 of the Rochester Public Library District Determining Prevailing Wage Rates. A second was made by Trustee Hicks and the motion carried unanimously.

President Kerr-Herrmann indicated the Board should, at this time, consider an audit of the library financial records. Trustee Boyce asked when the last audit was completed. Director McAllister stated the last audit was completed three years ago when she was hired as the library director. Trustee Hicks indicated he thought an audit should be conducted since a new Board has been seated. A motion was made by Trustee Kerr-Herrmann and seconded by Trustee Hicks to seek bids to conduct an audit of the library financial records. All present voted aye.

Other Business: President Kerr-Herrmann stated an ad-hoc committee should be formed to review the library's strategic plan document. Trustee Fuller indicated he was interested in serving on this committee. President Kerr-Herrmann requested other trustees consider serving on the committee.

Trustee Boyce requested board members complete the elected officials information form. President Kerr-Herrmann reminded the trustees about the Open Meetings Act requirements. Trustee Roesse requested copies of the minutes of the Joint Use Committee in order to familiarize himself with the issues the committee has faced

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

Director's Report: Director McAllister thanked Rochester State Bank for a \$100.00 donation to the library to be used for the summer reading program. The number of patrons registered for the summer programs has increased from last year and summer is expected to be a very busy time for the library. The DCEO Lighting Grant check in the amount of \$7,977 was received. Director McAllister will begin work on IPLAR after July 1st. Staff training was held while the carpet was installed.

Public Comment: None

Closed Session: None

Adjournment: President Kerr-Herrmann made a motion to adjourn the meeting at 7:31 p.m. and all present voted aye.

Respectfully Submitted,
Bonnie Boyce
Secretary
Rochester Public Library District