

**Rochester Public Library District Board of Trustees Meeting
November 13, 2014**

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

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

Trustees absent: None

Library Staff: Director Janet McAllister

Visitors: Bonnie Boyce, Susan Young, Jacob Pahde, Bob McAllister

Approval of Minutes: A motion was made by Trustee Hein, with a second by Trustee McDonald, to approve the Minutes from the October 9, 2014 meeting. The motion passed by unanimous vote.

Treasurer's Report/Approval of Bills: Trustee Hein inquired if the amount of money in the Audit Fund exceeded the amount allowed. The Library bookkeeper, Audrey Mock, is not present at the meeting but will be asked to provide clarification. A motion was made by Trustee Hein, with a second by Trustee Olmsted, to accept the Treasurer's Report and approve the October bills. The motion passed by unanimous vote.

Old Business

Building Maintenance – Wayne Beck, head of the Village of Rochester Public Works Department, addressed the Board regarding continued water issues following heavy rains. He first noted that he believes the lighting in the parking lot has been repaired. There were several issues to deal with resulting in four trips by an electrician. But the lights are now on! Mr. Beck explained that the building was built at ground level. Over the years mulch has been added to the garden in back resulting in the ground now being higher than the building. Trustee McDonald has looked at the guttering and noted them to be clear but that a splash guard could be added to the northwest corner that may help. Currently in a heavy rain the water comes off the roof and mostly misses the gutters. He also noted that concrete pads in front of both doors have sunk over time and now slope toward the building instead of away from the building. Mr. Beck will take care of the splash guard. He will bring the problem of the concrete pads to the Village Trustees and ask Trustee Hendrickson to contact the Library Joint Use Committee members.

Committee Reports

Personnel Committee – Scheduled to meet November 19, 2014 at 7:30 PM.

Finance Committee – Reported on recent furniture purchases and adjustment of line items in the Furniture and Equipment budget. Adjustments did not exceed the budgeted amount. The paperwork has been turned in for the lighting grant to replace lighting in the Library and Community Room.

Joint Use – No report.

New Business

Opening Late on December 5, 2014 – Director McAllister would like to open the Library at noon on Friday, December 5 as they did last year. The staff would be able to have a Christmas breakfast party beginning at 8:00 AM followed by decorating the Library for Christmas. A motion was made by Trustee McDonald, with a second by Trustee Hein, approving this request. The motion passed by unanimous vote.

FY15 Live and Learn Public Library Grant – Trustee Kerr-Herrmann listened to a webinar with Director McAllister. Money is available for remodeling an existing building for compliance with the Americans

with Disabilities Act. The front doors of the building and the Library door are not in compliance with ADA. Trustee Hein suggested getting information on the cost of the project for the Board. As the grand application is due by January 9, 2015 a special meeting could be called to address this issue. It was noted that Special Reserve Funds could be used for this project also. No action taken until cost information is available.

Other Business: Trustee Hein attended the Trustee portion of the recent ILA conference. He notes areas that need to be looked at for compliance purposes. One is the Public Funds Investment Act Policy. The Library doesn't have this policy and the presenters at the conference recommended libraries to have this. Trustee Hein would like to know if we are in compliance with Audit Fund limitations. The last issue is a policy for reviewing the Special Reserve Funds on an annual basis. These items will be researched and brought back to the December meeting.

Communications: Newspaper articles shared (Halloween event, Alzheimer's event, Frankenstein movie event); "thank you" to Janet for speaking at the ILA conference.

Director's Report: Explained electronic devices available for checkout. An announcement of these will be in the upcoming newsletter. Shared reports from the service managers. Explained a new website that is available: HistoryPin.

Public Comment: None

Closed Session: None

Next Meeting: December 11, 2014 at 6:00 PM

Adjournment: A motion was made by Trustee Olmsted, with a second by Trustee Hein, to adjourn the meeting. All in favor and the meeting adjourned at 7:35 PM.

Submitted by Secretary Maggie Patterson.