

**Rochester Public Library District Board of Trustees Meeting
April 9, 2015**

Meeting called to order: 6:06 PM by Vice-President Chris McDonald

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

Trustees absent: President Tim Olmsted, Trustee Shannon Ryan

Library Staff: Director Janet McAllister, Bookkeeper Audrey Mock

Visitors: Bonnie Boyce, Fred Roese

Approval of Minutes: A motion was made by Trustee Kerr-Herrmann, with a second by Trustee Soerensen, to approve the Minutes from the March 12, 2015 meeting. The motion passed by unanimous vote.

Treasurer's Report/Approval of Bills: A motion was made by Trustee Soerensen, with a second by Trustee Kerr-Herrmann, to move the Treasurer's Report on the agenda to follow the Finance Committee report. The motion was then withdrawn by Trustee Soerensen. A motion was made by Trustee McDonald, with a second by Trustee Kerr-Herrmann, to combine the Treasurer's Report and the Finance Committee report. The motion passed by unanimous vote.

A motion was made by Trustee Soerensen, with a second by Trustee Kerr-Herrmann, for the following: move \$2500 from the Tuition Reimbursement line item and distribute to line items with deficits (\$200 to Building Maintenance, \$1000 to Equipment/Furniture, \$575 to Print/Communications, \$725 to Telephone/Internet and move \$3201 from the Salary line item to the Health Insurance line item. The motion passed by unanimous vote.

A motion was made by Trustee McDonald, with a second by Trustee Patterson, to approve the Treasurer's Report and March bills. The motion passed by unanimous vote.

Finance Committee Report: There will be approximately \$28,000 left unspent from this year's budget. If not spent, it will go into the Special Reserve fund. The Finance Committee has discussed and recommends replacement of carpet in the front portion of the Library. Estimated cost is \$6318. The committee also recommends removing the wallpaper in the entry area and both bathrooms and painting these areas. The Village has no money for these improvements and the committee recommends the Library cover the cost which is \$3372. Both items to be placed on the May agenda for discussion. Committee members reminded the Board that approximately \$44,000 may need to be spent in the upcoming year for the electronic front doors, parking lot improvements, drainage for the garden, and, possibly, a new heating and air conditioning unit. \$13,800 has been spent on the existing unit since 2011.

Old Business:

Electronic Doors – A motion was made by Trustee Patterson, with a second by Trustee McDonald, to approve an additional \$745 to be paid to B & B Electric for work on the electronic doors to tie into the fire alarm system. The motion passed by unanimous vote.

Committee Reports:

Personnel Committee – Recommendations will be discussed in closed session.

Joint Use Committee – Trustee Kerr-Herrmann spoke with Village Trustee Harry Hendrickson about the Library's stance on moving the benches in front of the building. Apparently no action planned by the Village.

New Business:

Library Board Trustee Vacancy – to be discussed in closed session.

Rachel's Garden Non-Smoking Area – A motion was made by Trustee Soerensen, with a second by Trustee McDonald, to make Rachel's Garden a non-smoking area with smoking permitted beyond 15 ft. of the garden. The motion passed by unanimous vote.

Levi, Ray & Shoup, Inc. (LRS) Network Support – Director McAllister requests funds for Kevin Becker of LRS to evaluate the IT needs of the Library. This would require 3 hours of time for \$405. The Library would also receive a printout of current computer settings which currently we don't have. A motion was made by Trustee Patterson, with a second by Trustee Kerr-Herrmann, to use \$405 from the "Miscellaneous" line item for a network analysis by LRS. The motion passed by unanimous vote.

HR Guide – Recommended by Library Bookkeeper Audrey Mock. A series of 3 DVD's dealing with human resource law and employee discipline and performance. Could be available patron use also. Cost is \$979. Board requests additional information as it seems pricey. Place on May agenda.

3-D Printer Policy – Reviewed by the Board. Recommend to add a title and under "Procedures", item III. should have "costs" added with procedures. A motion was made to approve the 3-D Printer Policy as amended by Trustee Patterson, with a second by Trustee Kerr-Herrmann. The motion passed by unanimous vote. The 3-D Printer Loan Agreement will be place on the May meeting agenda.

Director Evaluation – to be discussed in closed session.

Other Business: None

Communications: Articles from the Rochester Times regarding the Library and letter from the Feline Ranch shared with the Board.

Director's Report: The lighting project is complete. Anna Miller is the new Youth Services Assistant. Director McAllister shared staff reports with the Board.

Public Comment: None

Closed Session: A motion was made by Trustee McDonald, with a second by Trustee Patterson, to enter closed session to discuss the Director's evaluation, staff salaries, and appointment to fill Board vacancy. The motion passed by unanimous vote. Closed session began at 7:38 PM. Closed session ended at 8:51 PM.

Action Taken: Director evaluation – tabled and place on May agenda. Board vacancy – a motion was made by Trustee Patterson, with a second by Trustee McDonald, to appoint Fred Roese to the Board vacancy. The motion passed by unanimous vote. Trustee McDonald will notify Mr. Roese. Staff salaries – A motion was made by Trustee Kerr-Herrmann, with a second by Trustee McDonald, to approve the FY2016 amended personnel budget, contingent upon approving the new job descriptions. Staff with new job titles will be eligible for a merit increase after 6 months in the new position. The motion passed by unanimous vote.

Next meeting: May 14, 2015

Adjournment: A motion was made by Trustee McDonald, with a second by Trustee Patterson, to adjourn the meeting. All in favor and the meeting ended at 9:24 PM.

Submitted by Secretary Maggie Patterson.