

**Rochester Public Library District Board of Trustees Meeting
February 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, and Trustee Ed Hein

Trustees absent: Trustee Shannon Ryan

Library Staff: Director Janet McAllister, Bookkeeper Audrey Mock, Attorney Jon Ellis

Visitors: Bonnie Boyce, Kate Hein, Shelby Rainford

Approval of Minutes: A motion was made by Trustee Olmsted, with a second by Trustee McDonald, to approve the Minutes of the January 9, 2014 meeting. Trustees Hein, Kerr-Herrmann, Patterson, Olmsted, and McDonald voted yes with Trustee Soerensen abstaining. The motion passed.

Treasurer's Report/Approval of Bills: Audrey addressed questions from the January meeting regarding the large sums of money in two checking accounts. From November until May no property tax revenue is coming in so a large sum of money is needed to ensure cash flow. The Bank and Trust account does receive interest. Audrey will check to see if the account with Rochester State Bank can be changed to an interest bearing account. Mr. Ellis reminded the Board that the integrity of the Special Funds must be maintained. A motion was made to accept the Treasurer's Report and approve the bills by Trustee Hein, with a second by Trustee Kerr-Herrmann. The motion passed by unanimous vote.

Old Business:

A motion was made by Trustee McDonald, with a second by Trustee Patterson, to change the order of Old Business by discussing the Acceptable Use Policy before the filtering issue. The motion passed by unanimous vote.

Library on the Go: The contract is up for renewal at a rate of \$3000 per year for 2 years. Janet was not successful in trying to get a better rate. The Library has added 3M cloud for \$650 per year. 3M has newer books but a smaller selection and no audiobooks. The question is whether to continue with Library on the Go. Trustee McDonald suggested that we have added a service and is it necessary to take one away. A motion was made by Trustee McDonald, with a second by Trustee Hein, to continue Library on the Go for 2 years at \$3000 per year. The motion passed by unanimous vote.

Acceptable Use Policy: A motion was made by Trustee Hein, with a second by Trustee Olmsted, to appoint an ad hoc committee to revise the Acceptable Use Policy and submit to the Board for approval. The motion passed by unanimous vote. Trustees McDonald and Kerr-Herrmann along with Director McAllister comprise the committee.

Filtering Computers: Members of the Board discussed the application of filters to the Library computers. Concerns about First Amendment rights are noted. Federal law requires the use of filters on computers used by minors if the Library receives E-rate funds (from the federal government). Per Janet, our Library doesn't participate in that program. She noted that Chatham, Peoria, and the State Library handle the situation by having patrons sign user agreements. Mr. Ellis noted our current agreement requires parental consent for children under the age of 13. His recommendation is for parental consent up to the age of 17. Trustee McDonald pointed out that all policies should work together and suggested the ad hoc committee tackle both issues.

Severe Weather Policy: Trustee Olmsted noted this policy was reviewed last month with no changes but would like to bring it back for further review. Trustee Patterson voiced concern about the recent Library closing and believes closing the Library should be a joint decision between the Director and the

Board President. The current policy doesn't include that statement. A motion was made by Trustee Olmsted, with a second by Trustee Patterson, to form an ad hoc committee to review the policy. The motion passed by unanimous vote. Trustees Patterson, Hein, and Olmsted along with Director McAllister will comprise the committee.

Committee Reports:

Personnel: Meeting date set for February 18 at 6:30 PM.

Finance: Meeting date set for February 19.

Joint Use: Cameras have been set-up. Thanks to Mike Greer and workers for the installation. Janet can monitor the Library cameras on her computer and the Police Department is able to monitor the Community Room. The art show date has been set for April 26.

New Business:

Special Reserve Fund: Audrey and Treasurer Soerensen met with the Trust Officer at Bank and Trust. The CD is coming due and he recommends a five year ladder which will increase the amount of interest earned. The Library could stagger the CD's at Bank and Trust (B&T) and Bank of Springfield (BOS). A motion was made by Trustee Hein, with a second by Trustee Olmsted, to transfer funds from B&T checking to B&T CD in the amount of \$240,000 and enter into a ladder system at B&T to mature in March **and** to transfer funds from the B&T interest bearing checking to BOS LPL Finance CD account to equal \$220,000 **and** enter into a ladder system for future investments. B&T to start in March; BOS to start in September. The motion passed by unanimous vote.

Distribution of Library Director Review: Return to Tim at the next meeting.

CPR/AED Training: To be done by Chatham FD on March 14 at 9:00 AM. Rochester FD no longer has CPR trainer. The cost is \$27 per person. A motion was made by Trustee Patterson, with a second by Trustee McDonald, to approve the cost of the CPR training to open the Library at noon on March 14. The motion passed by unanimous vote.

Other Business: Trustee Hein requests the Board meeting be placed on the website calendar.

Communications: Letter from Jesse White awarding Rochester Library the Per Capita grant of \$9991.25; "Thank You" from Rochester Schools; Patron letter about audio CD; newspaper articles from Rochester Times and SJR.

Director's Report: Janet shared the monthly statistics and reports from Youth and Adult services. Weeding the shelves is occurring – pulling books not checked out in 3 years. Cabin Fever had over 100 participants. Book sale scheduled for March 1 with preview the evening before.

Public Comment: None

Closed Session: None

Next meeting: March 13, 2014 at 6:00 PM

Adjournment: A motion was made by Trustee Hein, with a second by Trustee Kerr-Herrmann, to adjourn the meeting. All in favor and the meeting ended at 8:20 PM

Submitted by Secretary Maggie Patterson