

**Rochester Public Library District Board of Trustees Meeting
March 13, 2013**

Meeting called to order: 6:00 PM by Vice-President Chris McDonald

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

Trustees absent: President Tim Olmsted, Trustee Shannon Ryan

Library Staff: Director Janet McAllister, Bookkeeper Audrey Mock

Visitors: Bonnie Boyce, Kate Hein, Rachel Fuller

Approval of Minutes: A motion was made by Trustee Hein, with a second by Trustee Kerr-Herrmann, to approve the Minutes from the February 13, 2014 Board meeting. The motion passed with unanimous consent.

Treasurer's Report/Approval of Bills: Trustee Hein questioned the value in the money spent to print and mail the quarterly newsletter. He wonders if the information could be on the Library website or sent via email to interested patrons. It was noted by other Trustees that not everyone has access to a computer and email and look forward to the newsletter. The matter will be looked into further. A motion was made by Trustee Hein, with a second by Trustee Patterson, to approve the Treasurer's Report and approve the bills. The motion passed by unanimous vote.

Old Business:

Acceptable Use Policy: Trustees Kerr-Herrmann and McDonald, along with the Director met and submitted a draft Acceptable Use Policy to Library attorney, Jon Ellis. The draft was returned today. Changes made were in wording. Additions to the current policy include a "Breach of Policy" section and a pop-up for the computer screen that indicates the user has read the Electronic Information Network policy. A motion was made by Trustee Hein, with a second by Trustee Kerr-Herrmann, to approve the Electronic Information Networks' Acceptable Use Policy. The motion passed by unanimous vote.

Severe Weather Policy: Trustees have not met. Tabled until the next meeting.

Other: Though not on the agenda, Treasurer Soerensen added information regarding the CD ladder discussed at the last meeting. Bank and Trust CD's will begin in September and Bank of Springfield will begin in March.

Committee Reports:

Personnel Committee: Trustees Olmsted, McDonald, and Patterson met with the Director three times. Recommendations will be presented in "New Business".

Finance Committee: Trustees Soerensen and Kerr-Herrmann continue to meet and prepare the budget with an eye toward implementing a replacement schedule for major repair/replacement such as the heating and cooling system.

Joint Use Committee: No recent meetings. Carpets are scheduled to be cleaned in the community room. The artist's open house is scheduled for April 26.

New Business:

Collection of Library Director Review: Evaluation forms were collected by Trustee McDonald, to be given to Trustee Olmsted.

Trustee Workshop: Attended by Trustees Hein, Kerr-Herrmann, and Patterson in February. Each gave a short report of highlights. Trustee Hein questioned Phil Lenzini regarding sales tax issues. It's Mr.

Lenzini's opinion that the Library should pay sales tax on items sold. Trustee Hein requests further review by Library attorney, Jon Ellis.

Personnel Manual Updates: Recommended by Personnel Committee

3.03 Compensation – Add “Performance related increases are applicable to employees after one (1) year of employment.” A motion was made to approve this addition by Trustee Hein, with a second by Trustee Kerr-Herrman. The motion passed by unanimous vote.

3.04 Lunch breaks – Change lunch breaks to be given after 6 hours instead of 7 ½. A motion to accept this change was made by Trustee Hein, with a second by Trustee Soerensen. The motion passed by unanimous vote.

7.0 Vacation and Leave – Add “Any employee using 3 consecutive days of sick leave must provide a release to the Director from a qualified healthcare provider upon returning to work.” A motion was made by Trustee Hein, with a second by Trustee Kerr-Herrmann to accept the addition. The motion passed by unanimous vote.

8.0 Staff Development – Travel expenses will be based on the annual CMS reimbursement schedule and parking costs will be allowed with approval of the Director and a receipt. A motion to accept this change was made by Trustee Hein, with a second by Trustee Soerensen. The motion passed by unanimous vote.

Approval Job Descriptions: Youth Services Assistant – Trustee Hein pointed out that the job description for the assistant position is almost identical to the Youth Services Director job description. He suggests that the job description be revised to reflect more accurately what is expected of the assistant. A motion was made by Trustee Hein, with a second by Trustee McDonald, to table the discussion and more clearly delineate the duties of the Youth Services Assistant. Trustees Kerr-Herrmann, McDonald, Patterson, and Hein voted “yes”; Trustee Soerensen voted “no”. The motion passed.

Bookkeeper/Administrative Assistant – no changes in the content. Reformatted to resemble the other job description layouts. A motion to accept the reformatted job description was made by Trustee Hein, with a second by Trustee Soerensen. The motion passed by unanimous vote.

Approval Personnel Budget: Recommendations from Personnel Committee for COLA and merit increases and additional staff presented and discussed by the Board. A motion to accept the recommendation for a 1.5% COLA and 2% merit increase for staff was made by Trustee Kerr-Herrmann, with a second by Trustee Soerensen. Trustees McDonald, Patterson, Soerensen, and Kerr-Herrmann voted “yes”; Trustee Hein voted “no”. The motion passed. A motion was made to approve the hiring of a seasonal/temp staff member at \$10/hr not to exceed 100 hours per year was made by Trustee Patterson, with a second by Trustee McDonald. Trustees Kerr-Herrmann, Soerensen, Patterson, and McDonald voted “yes”; Trustee Hein voted “no”. The motion passed. A motion to table the hiring of a Youth Services Assistant until a job description has been approved was made by Trustee Hein, with a second by Trustee McDonald. The motion passed by unanimous vote.

Other Business: None

Communications: Card from patron regarding Trivia Night; Card from Steve Ransford's wife.

Director's Report: Numbers from Library use, social media, and programs presented. Library news included \$1523 from the annual book sale, info on Trivia night, Rachel Fuller now the Circulation Manager, Statement of Economic Interests due to be filed by all Board members. Staff reports included reports from Youth Services and Tech Services.

Public Comments: received from Kate Hein (info on emails, clarified the definition of “patron”, and believes the Library is eligible to pay sales tax) and Bonnie Boyce (suggested ways to decrease the cost of the newsletter by changing the type of paper and checking with the Post Office on bulk mailings).

Closed Session: None

Next Meeting: April 10, 2014 at 6:00PM in the Community Room

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 8:04 PM.

Submitted by Secretary Maggie Patterson