

**Rochester Public Library District Board of Trustees Meeting  
January 14, 2016**

**Meeting called to order:** 6:00 p.m. by President Diana Kerr-Herrmann

**Trustees present:** President Diana Kerr-Herrmann, Vice-President Matt Fuller, Treasurer Cheryl Soerensen, Secretary Bonnie Boyce, Trustee David Hicks, Trustee Fred Roesse, Trustee Shannon Ryan

**Trustees absent:** None

**Library Staff:** Director Janet McAllister, Bookkeeper Audrey Mock

**Visitors:** None

**Public Comment:** None

**Approval of Minutes:** Trustee Kerr-Herrmann made a motion to accept the December 10, 2015 closed session minutes as presented. The motion was seconded by Trustee Fuller and passed unanimously. Trustee Hicks made a motion to accept the December 10, 2015 open session minutes as presented. The motion was seconded by Trustee Kerr-Herrmann and passed unanimously.

**Treasurer's Report/Approval of Bills:** Trustee Soerensen reviewed The Treasurer's Report and Bills with the Board. Trustee Kerr-Herrmann made a motion to approve the Treasurer's Report and Approval of Bills as presented. The motion was seconded by Trustee Fuller and passed unanimously.

**Unfinished Business:**

**Water Fountain Repair/Removal-Update:** Director McAllister stated replacement of the water fountain compressor was estimated at \$1000 and removal of the water fountain was estimated at \$550 to \$650. Trustees Roesse and Hicks suggested using the water fountain as an uncooled fountain until the next budget year. Trustee Hicks made a motion to table this item until next budget year. The motion was seconded by Trustee Kerr-Herrmann and carried unanimously.

**Audit Report Update:** Trustee Soerensen reported an audit report was received but after reviewing the report Mrs. Mock noted several math and grammar errors in the report. The report was returned to the auditor and the fee will be adjusted to reflect the additional work caused to Mrs. Mock. The final report will be received shortly.

**Committee Reports:**

**Personnel Committee:**

**Review Director's Contract:** Trustee Kerr-Herrmann indicated Director McAllister's evaluation was completed and a revised employment contract was prepared. The Board reviewed the contract and a motion was made by Trustee Kerr-Herrmann to adopt the revised contract as presented. The motion was seconded by Trustee Fuller and carried unanimously.

**Director Job Description:** Trustee Kerr-Herrmann presented the revised Director Job Description for review. A motion was made by Trustee Soerensen to approve the Director Job Description as presented. The motion was seconded by Trustee Fuller and passed unanimously.

**Personnel Policy-Travel Policy:** The revised Travel Policy was reviewed and a motion was made by Trustee Roesse to accept the policy as presented. A second was made by Trustee Hicks and carried unanimously.

**Finance Committee:** No meeting

**Joint Use Committee:** No meeting

**Strategic Plan Committee:** Trustee Fuller stated the Strategic Plan Committee would meet January 23, 2016 to discuss strengths and challenges facing the library.

**New Business:**

**Materials Selection Policy:** Director McAllister stated the Materials Selection Policy is outdated and should be replaced with a Collection Management Policy. The Board reviewed the Collection Management Policy and a motion was made by Trustee Hicks to remove the Materials Selection Policy and replace it with the Collection Management Policy as presented. The motion was seconded by Trustee Fuller and carried unanimously.

**Circulation Policy:** Director McAllister reviewed the fee section of the Circulation Policy indicating the fee for fax transmission and receipt would no longer be collected. Director McAllister also noted a change in the Lost and Damaged Material Section of the Policy. Patrons are responsible for the replacement cost of an item. The Replacement cost includes the original price of the material and is non refundable. The lost item becomes the property of the patron. Trustee Hicks suggested inserting the no refund statement directly after the sentence dealing with replacement cost. Trustee Boyce made a motion to accept the amended Circulation Policy as presented. The motion was seconded by Trustee Hicks and carried unanimously.

**Summer Recreation:** The Rochester Public Library District will administer the Rochester Summer Recreation program. The Co-Chairs of the program are Megan Fox and Julie Tinder. The library will open a checking account requiring two signatures on all checks. One of the Co-Chairs will sign along with Audrey Mock who will sign for the library.

**Other Business:** Director McAllister indicated a window in the children's area leaked during the recent rains. Village Maintenance Personnel will complete caulking repair once the area dries. Trustee Kerr-Herrmann stated Carol Anderson is working on the Butterfly Garden Plan. Trustee Kerr-Herrmann indicated a copy of the building insurance policy was received and the Library is named as a loss payee. At this time, the Library will pay the 2015 bill.

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

**Director's Report:** Director McAllister reviewed the numbers from the Winter Book Sale and the library statistics for the month of December. The recently installed Driver Ed software has been very popular. The library is also offering MyFreeTaxes.com that allows patrons to file State and Federal Taxes at no charge.

**Next regular Meeting Date:**

The next regular meeting date is February 11, 2016

**Adjournment:**

With no additional items to discuss Trustee Kerr-Herrmann made a motion to adjourn at 7:44 p.m., which was seconded by Trustee Roese and passed by acclamation.

Bonnie Boyce, Secretary