

**Rochester Public Library District Board of Trustees Meeting  
June 8, 2017**

**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 Roese, Trustee Elaine Honomichl Lewis

**Trustees absent:** None

**Library Staff:** Director Janet McAllister, Audrey Mock, Lorachelle Purdy, Bryanna Zimmerman, Keshia Dotson, Jacob Pahde

**Visitors:** None

**Public Comment:** None

**Approval of Minutes:** The Board reviewed the minutes of the May 11, 2017 meeting and Trustee Kerr-Herrmann made a motion to approve the minutes as presented with a second by Trustee Honomichl Lewis. The motion carried unanimously. Trustee Boyce recommended disposal of audio recordings of the December 4, 2015 closed session and December 10, 2015 closed session. Trustee Boyce made a motion to dispose of audio recordings from the December 4, 2015 closed session and December 10, 2015 closed session with a second by Trustee Soerensen. The motion carried unanimously.

**Treasurer's Report/Approval of Bills:** Trustee Soerensen presented the Treasurer's Report and Bills for the month of May. A motion was made by Trustee Boyce to approve the May Treasurer's Report and Approval of Bills as presented. The motion was seconded by Trustee Soerensen and carried unanimously. Trustee Soerensen made a motion transferring monies from line items with funds available to cover line items over budget as follows:

Line Item	Available	Overage
Online Database	\$2,000.00	
Books	<u>\$2,715.18</u>	
Total	\$4,715.18	
Freight & Postage		\$100.00
Staff & Trustee Development		\$70.09
Building Maintenance		\$1,922.00
Supplies		\$1,651.73
Equipment & Furniture		\$468.16
Consortia Expense		<u>\$503.20</u>
Total		\$4,715.18

The motion was seconded by Trustee Boyce and passed unanimously. Trustee Soerensen reviewed the working budget for the new fiscal year.

**Swearing in of Trustees:** Trustee Boyce administered the oath of office to Trustees Kerr-Herrmann, Roese and Honomichl Lewis who were elected April 4, 2017. Trustees Kerr-Herrmann and Roese were elected to serve a four-year term and Trustee Honomichl Lewis will serve a two-year unexpired term.

**Recognition of Outgoing Trustee:** Trustee Kerr-Herrmann recognized and thanked Trustee Soerensen for serving nine years on the Rochester Public Library District Board of Trustees.

**Adjournment:** Trustee Boyce made a motion to adjourn Sine Die at 6:16 p.m. with a second by Trustee Hicks and passed by acclamation.

**Call to order/Roll Call/Recognition of Visitors:** Trustee Kerr-Herrmann called the meeting to order at 6:37 p.m.

Trustees present:

Diana Kerr-Herrmann	Matt Fuller
Bonnie Boyce	Fred Roese
David Hicks	Elaine Honomichl Lewis

Library Staff present:

Janet McAllister	Audrey Mock
Lorachelle Purdy	Bryanna Zimmerman
Keshia Dotson	Jacob Pahde

Visitors: None

**Election of Officers:** Trustee Kerr-Herrmann made a motion nominating Matt Fuller as President. The motion was seconded by Trustee Fuller and carried unanimously. Trustee Fuller made a motion nominating Trustee Kerr-Herrmann as Vice President. The motion was seconded by Trustee Hicks and carried unanimously. Trustee Hicks made a motion nominating Trustee Boyce as Secretary with a second by Trustee Fuller. The motion carried unanimously. Trustee Boyce made a motion nominating Trustee Hicks as Treasurer with a second by Trustee Honomichl Lewis and the motion carried unanimously.

**Committee Appointment:** Trustee Fuller recommended the following committee appointments:

Personnel Committee: Trustees Fuller and Honomichl Lewis

Finance Committee: Trustees Hicks and Boyce

Joint Use Committee: Trustees Roese and Kerr-Herrmann

A motion was made by Trustee Fuller to disband the Strategic Plan Committee and was seconded by Trustee Kerr-Herrmann. The motion carried unanimously.

**Unfinished Business:**

**Late Filing of Report Issues-Appeal:** Director McAllister stated no response has been received to the appeal filed with the State Comptroller relating to a fine levied against the Library because the Annual Financial Report was filed past the deadline date.

**Tee Jay Central-Service Agreement:** Trustees Roese and Hicks reported the Joint Use Committee met and the Village agreed to pay half of the maintenance contract for the automatic doors. The total contract with Tee Jay Central Service, Inc. is \$901. The Village will reduce mowing and snow removal charges to cover their portion of the contract amount.

**New Business:**

**FOIA Officer:** Director McAllister stated she is the main contact for Freedom of Information Act requests; however, it is necessary a trustee be appointed as a secondary contact. Trustee Boyce made a motion to appoint Trustee Honomichl Lewis as the FOIA officer with a second by Trustee Kerr-Herrmann. The motion carried unanimously.

**Schedule of Board Meetings:** Director McAllister presented the following board meeting dates for FY 2017-18. The Rochester Public Library District Board of Trustees will meet on the second Thursday of each month at 6:00 p.m. in the Library Community Room.

July 13, 2017	January 11, 2018
August 10, 2017	February 8, 2018
September 14, 2017	March 8, 2018
October 12, 2017	April 12, 2018
November 9, 2017	May 10, 2018
December 14, 2017	June 14, 2018

A motion was made by Trustee Roese to accept the meeting dates as presented with a second by Trustee Boyce. The motion carried unanimously.

**Schedule of Holidays:** Director McAllister presented the schedule of Holiday Closures for FY 2017-18.

<b>Independence Day</b>	Tuesday, July 4, 2017
<b>Labor Day</b>	Monday, September 4, 2017
<b>Veterans Day</b>	Saturday, November 11, 2017
<b>Thanksgiving Holiday</b>	Thursday, November 23 & Friday, November 24, 2017
<b>Winter Holiday</b>	Monday, December 25, 2017
<b>New Years Day</b>	Monday, January 1, 2018
<b>Martin Luther King Jr. Day</b>	Monday, January 15, 2018
<b>Presidents' Day</b>	Monday, February 19, 2018
<b>Memorial Day</b>	Monday, May 28, 2018

A motion was made by Trustee Boyce to accept the holiday closures as presented with a second by Trustee Hicks. The motion carried unanimously.

**Prevailing Wage Ordinance:** The Board reviewed the Prevailing Wage Ordinance. Trustee Hicks made a motion to accept Resolution No. 2017-01, a Resolution of the Rochester Public Library District Determining Prevailing Wage Rates. The motion was seconded by Trustee Fuller and carried unanimously.

**Working Budget:** The Board reviewed the Working Budget for the Combined Annual Budget and Appropriation Ordinance for fiscal year 2017-18. Trustee Boyce made a motion to accept the Working Budget as presented with a second by Trustee Roese. The motion carried unanimously.

**Dress Code Policy:** Trustee Fuller presented a revised Dress Code Policy for review. Trustee Kerr-Herrmann made a motion to accept the Dress Code Policy as presented with a second by Trustee Fuller. The motion carried with Trustee Boyce voting no.

**Payment to Directors for Summer Recreation:** Director McAllister stated an additional \$1,426.00 (\$713 per director) was due to be paid to the directors of the summer recreation program. Trustee Kerr-Herrmann made a motion to pay the directors of the summer recreation program as discussed with a second by Trustee Fuller. The motion carried unanimously.

**Other Business:**

Trustee Fuller stated Mr. Fred Schlipf would present his building report at 10:00 a.m. Saturday, July 1, 2017, at a Special Board Meeting. It will be the task of the Board to make corrections and discuss the process of selecting an architect.

Trustee Fuller stated it has been two years since the last library audit and directed Mrs. Mock to seek bids for an audit.

Trustee Fuller directed Trustee Boyce to publish information seeking candidates to fill the board vacancy.

Director McAllister discussed an incident with a patron.

Director McAllister stated with declining attendance and increasing cost it is time to evaluate continuing involvement with the Mad Cap Puppet Show presented at the Rochester Elementary 2-3 Center. Trustee Boyce stated the school calendar is set for the 2017-18 school year, as a courtesy to the school district, library staff should call the building principal as soon as possible.

Director McAllister stated the Sparks in the Park Parade and Event are becoming more costly and recommended not participating in this event.

Trustee Roese stated at the recent Joint Use Committee meeting with Village representatives he took the opportunity to reiterate the need for better communication between the Library and Village. The Committee also discussed updating the Joint Use Agreement.

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

**Director's Report:** Director McAllister stated the Little Free Libraries have been installed and the Library will continue to work with several Eagle Scouts on projects. Jacob Pahde was elected chair of the SHARE Bibliographic and Cataloging Standards Committee and he will also have a seat on the SHARE Executive Council.

**Public Comment:** None

**Closed Session:** Trustee Kerr-Herrmann made a motion to enter closed session at 8:21 p.m. The motion was seconded by Trustee Fuller and carried unanimously. The Board returned to open session at 8:35 p.m.

**Next regular Meeting Date:** July 13, 2017, Special Meeting July 1, 2017 at 10:00 a.m.

**Adjournment:** With no additional items to discuss Trustee Roese made a motion to adjourn at 8:35 p.m. with a second by Trustee Hicks and passed by acclamation.

Bonnie Boyce, Secretary