

**Rochester Public Library District Board of Trustees Meeting  
May 11, 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

**Trustees absent:** Trustee Elaine Honomichl Lewis

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

**Visitors:** None

**Public Comment:** None

**Approval of Minutes:**

The Board reviewed the minutes of the April 13, 2017 meeting and Trustee Soerensen made a motion to approve the minutes as presented with a second by Trustee Kerr-Herrmann. The motion carried unanimously. The Board reviewed the minutes of the April 13, 2017 closed session. Trustee Kerr-Herrmann made a motion to accept the minutes as presented with a second by Trustee Hicks. The motion carried unanimously. The Board reviewed the minutes of the April 21, 2017 special meeting and Trustee Soerensen made a motion to approve the minutes with a second by Trustee Fuller. The motion carried with Trustee Kerr-Herrmann abstaining. Trustee Boyce and Trustee Roese reviewed all closed session minutes and recommend all closed minutes remain closed and disposal of audio recordings of the July 9, 2015 closed session and August 13, 2015 closed session. Trustee Hicks made a motion to dispose of audio recordings from the July 9, 2015 closed session and August 13, 2015 closed session with a second by Trustee Kerr-Herrmann. The motion carried unanimously.

**Treasurer's Report/Approval of Bills:** Trustee Soerensen presented the Treasurer's Report and Bills for the month of April. A motion was made by Trustee Boyce to approve the April Treasurer's Report and Approval of Bills as presented. The motion was seconded by Trustee Soerensen and carried unanimously. Transferring budgeted line items will be completed at the June meeting.

**Unfinished Business:**

**Late Filing of Report-Status of Possible Appeal to Fine:** Trustee Kerr-Herrmann stated the Annual Financial Report was not filed in a timely manner and a fine of \$1,100 was levied against the Library by the office of the State Comptroller. Mrs. Mock has filed an appeal.

**Status of Roof Repair:** Director McAllister stated the roof repair was completed at no cost to the Library.

**Committee Reports:**

**Personnel Committee:** No meeting

**Finance Committee:** No meeting

**Joint Use Committee:** No meeting

**Strategic Plan Committee:** No meeting

**New Business:**

**Non-Resident Fee:** Director McAllister presented the information regarding the Non-Resident Fee to obtain a library card. The fee of \$157 is calculated using the tax levy and local population. Trustee Boyce made a motion to set the Non-Resident Fee at \$157. The motion was seconded by Trustee Fuller and carried unanimously.

**Library Closing on a Friday in August for Staff Training:** Director McAllister proposed closing the Library on a Friday in August in order to complete staff training including a CPR refresher course and an American Sign Language refresher course. Trustee Kerr-Herrmann made a motion to close the Library on a Friday in August (date to be determined) to complete staff training. The motion was seconded by Trustee Boyce and carried unanimously.

**Tee Jay Central-Service Agreement:** Director McAllister presented information for a service contract for the automatic door equipment installed in 2015. Trustee Boyce made a motion to table this item until the Joint Use Committee meets. The motion was seconded by Trustee Kerr-Herrmann and carried unanimously.

**Other Business:** Director McAllister stated the parking lot resurfacing would be done Friday, May 19<sup>th</sup> and Monday May 22<sup>nd</sup>. Resurfacing will not interfere with the Farmers Market. The potholes for the Little Free Libraries have been dug and Director McAllister will contact the local Boys Scout Troop about installation of the Little Free Libraries.

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

**Director's Report:** Director McAllister reviewed Library statistics and activities for the month of April.

**Closed Session:** Not needed

**Next regular Meeting Date:** June 8, 2017

**Adjournment:** With no additional items to discuss Trustee Boyce made a motion to adjourn at 7:00 p.m. with a second by Trustee Kerr-Herrmann and passed by acclamation.

Bonnie Boyce, Secretary