

**Rochester Public Library District Board of Trustees Meeting
May 12, 2016**

Meeting called to order: 6:02 p.m. by President Diana Kerr-Herrmann

Trustees present: President Diana Kerr-Herrmann, Vice-President Matt Fuller, Secretary Bonnie Boyce, Trustee Fred Roese, Trustee Shannon Ryan (Trustee Ryan arrived at 6:09 p.m.)

Trustees absent: Treasurer Cheryl Soerensen, Trustee David Hicks

Library Staff: Director Janet McAllister, Bookkeeper Audrey Mock

Visitors: Carole Strick

Public Comment: Carole Strick stated her experience with the Strategic Plan Committee left her interested in attending board meetings.

Approval of Minutes: The Board reviewed the minutes of the April 14, 2016 meeting and Trustee Kerr-Herrmann made a motion to approve the minutes as presented. A second was made by Trustee Fuller and the motion carried four to zero.

Treasurer's Report/Approval of Bills: Trustee Boyce presented the Treasurer's Report and Bills for review. Trustee Kerr-Herrmann made a motion to approve the Treasurer's Report and Bills as presented. The motion was seconded by Trustee Boyce and carried four to zero.

Unfinished Business:

Strategic Plan: Trustee Ryan entered the meeting at 6:09 p.m. Trustee Fuller stated the Strategic Plan Committee met April 23 to discuss plans, goals, objectives and library activities. The board reviewed the final draft of the Strategic Plan and Trustee Fuller made a motion to accept the Strategic Plan as presented. Trustee Kerr-Herrmann seconded the motion and it carried unanimously.

Committee Reports:

Personnel Committee: No meeting

Finance Committee: Trustee Boyce stated the Finance Committee reviewed the budget line items and recommended transferring a total of \$8,038 from salaries and staff tuition to various line items that are short. A motion was made by Trustee Boyce to transfer \$8,038 from salaries and staff tuition to cover shortfalls in several line items. The motion was seconded by Trustee Kerr-Herrmann and carried unanimously.

Joint Use Committee: Trustee Roese indicated the Joint Use Committee discussed the fire inspection report. A smoke detector was purchased and installed in the kitchenette. The Village will have George Alarm review the fire inspection report. Sutton Siding inspected the roof shingles and noted the building trusses are bowing. Sutton will not guarantee or replace shingles until the trusses are repaired. Trustee Fuller indicated the original project engineer should determine if the truss issue is the result of design error or contractor error. Mr. Pat Patterson, the Village Inspector will review the truss issue. Drainage work in Rachel's Garden is scheduled to begin May 23, 2016.

Strategic Plan Committee: Trustee Fuller stated the committee discussed space options including reconfiguration of existing space, a modest expansion and larger expansion. The committee also discussed the need for a referendum if a larger expansion is pursued. Director McAllister stated it would be necessary to hire a consultant to review the plan and provide feedback to determine steps needed to accomplish the project. Immediate improvements suggested included labeling both ends of books shelves and additional seating for adults in the children's area. Trustee Fuller indicated the Strategic Plan Committee suggested the library observe regular Saturday hours during the summer months. A motion was made by Trustee Fuller to set Saturday hours from 10:00 a.m. to 4:00 p.m. during the months of June through August. A second was made by Trustee Kerr-Herrmann and carried unanimously. The

committee also felt it necessary to form a new volunteer group to work with the library and the Board. Carole Strick will help develop a new volunteer group and Trustees Kerr-Herrmann and Roese will act as Board Liaisons.

New Business:

Non-Resident Fee: Director McAllister stated the Non-Resident Fee for FY 16-17 is calculated using total local property tax revenue, population, and average persons per household. The non-resident fee for FY16-17 is \$154. Trustee Boyce made a motion, which was seconded by Trustee Fuller to set the Non-Resident Fee at \$154.00 for FY 16-17. The motion carried unanimously.

Non-Resident Card Policy: Director McAllister reviewed the Non-Resident Card Policy with the Board. A motion was made by Trustee Boyce and seconded by Trustee Kerr-Herrmann to approve the Non-Resident Card Policy as presented. The motion carried unanimously.

Purchase of New Library Cards & Logo: Director McAllister stated the existing supply of library cards is almost depleted and before reordering a logo for the library should be considered. A local graphic artist will submit several designs for review. Trustee Boyce made a motion to table this item until designs could be reviewed. The motion was seconded by Trustee Kerr-Herrmann and carried unanimously.

Closed Minute Review: Director McAllister stated it is necessary for at least two board members to review closed session minutes at least twice per year to determine if the minutes should remain closed or be open to the public. Trustee Kerr-Herrmann made a motion that Trustees Ryan and Boyce review the existing closed session minutes. The motion was seconded by Trustee Fuller and carried unanimously.

Director Evaluation: Trustee Kerr-Herrmann distributed the end of year Director Evaluation and requested it be completed and returned to her no later than May 27, 2016.

Butterfly Garden Grant: Trustee Kerr-Herrmann stated Carol Anderson applied for and received a grant of \$942 to develop the Butterfly Garden. Mrs. Mock stated the funds have been received and expenditures will be submitted to her for payment. The grant will be used to till the garden, purchase plants and buy books related to the project. Trustee Kerr-Herrmann stated volunteers will complete all work and when there is no longer interest in maintaining the garden it will be mowed down.

Other Business: None

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

Director's Report: Director McAllister indicated Summer Rec registration is scheduled for Sunday, May 15 at 5:00 p.m. The Little Free Library Project is moving forward. Director McAllister met with Susan Runions and Carole Strick to discuss a Farmers Market.

Next regular Meeting Date:

The next regular meeting date is June 9, 2016.

Adjournment:

With no additional items to discuss Trustee Kerr-Herrmann made a motion to adjourn at 7:50 p.m. that was seconded by Trustee Fuller and passed by acclamation.

Bonnie Boyce, Secretary