

**Rochester Public Library District Board of Trustees Meeting
July 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

Trustees absent: Trustee Shannon Ryan

Library Staff: Director Janet McAllister

Visitors: None

Public Comment: None

Approval of Minutes: The Board reviewed the closed session minutes of the June 9, 2016 meeting. Trustee Hicks made a motion to approve the minutes as presented with a second by Trustee Roesse and the motion passed by acclamation. The open session minutes of the June 9, 2016 meeting were reviewed. Trustee Kerr-Herrmann made a motion to approve the minutes as presented with a second by Trustee Fuller and the motion passed by acclamation.

Finance Committee Report: Trustee Kerr-Herrmann made a motion to move the Finance Committee Report as the next agenda item with a second by Trustee Boyce. The motion passed by acclamation. Trustee Soerensen indicated the Finance Committee reviewed the June 30, 2016 Treasurer's Report noting several deficit line items. Trustee Soerensen and Trustee Boyce recommended transferring \$1,571.57 from the line item Consortia Expense to cover deficits in the following line items:

Building Maintenance	\$104.15
Contingencies	\$348.74
Supplies	\$485.20
Staff & Trustee Development	\$39.68
Printing & Communications	\$26.40
Books & Library Materials	\$338.84
Program Expense	\$228.56

A motion was made by Trustee Boyce and seconded by Trustee Hicks to transfer \$1,571.57 from Consortia Expense to cover deficits line items as recommended and passed by acclamation.

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

Unfinished Business:

Hiring a Consultant for Building Expansion: Director McAllister recommended hiring Bev Obert to review expansion plans and evaluate financing options indicating Ms. Obert estimates the total cost to be \$400 plus mileage. Trustee Hicks stated the roof issue has not been resolved and could be costly. Trustee Fuller indicated Ms. Obert's recommendations have value to the long term planning process. Trustee Kerr-Herrmann made a motion to hire Bev Obert at a fee not to exceed \$2,000 as a consultant for building expansion. The motion was seconded by Trustee Fuller and passed six to zero. (Ryan absent)

Committee Reports:

Personnel Committee: Trustee Fuller presented the Director's Evaluation and updated goals for review. Trustee Soerensen made a motion to accept the Director's Evaluation and Updated Goals as presented with a second by Trustee Kerr-Herrmann. The motion passed by acclamation.

Joint Use Committee: Trustee Roesse stated the drainage project in Rachel's Garden is over budget but the Village Maintenance Department has not yet provided the total cost. The Village

Maintenance Department also recommended removing the cement ring in the garden because tree roots are displacing the cement. The Committee also discussed the roof issue and will meet again in August.

Strategic Plan Committee: Trustee Fuller indicated he continues to research various remodeling possibilities.

New Business:

IPLAR – Secretary’s Audit: Director McAllister presented the IPLAR Secretary’s Audit. The document states the board minutes of record for the past fiscal year are correct and requires the signature of two board members. Trustees Kerr-Herrmann and Fuller signed the audit.

Test Proctoring Policy: Director McAllister presented the Test Proctoring Policy for review stating this is an addition of a policy. Trustee Boyce made a motion to accept the Test Proctoring Policy as presented which was seconded by Trustee Hicks and passed by acclamation.

Friends MOU: Director McAllister presented the Friends Memorandum of Understanding for review. A motion was made by Trustee Kerr-Herrmann to approve the Friends MOU as presented, which was seconded by Trustee Fuller and passed by acclamation.

Other Business: Trustee Kerr-Herrmann reported a public meeting for the proposed Rochester Tax Increment Financing District 1 will be held Tuesday, July 26 at 6:00 p.m. and urged Board members to attend in order to learn how this proposal will impact the Rochester Public Library District. Trustee Kerr-Herrmann indicated Attorney Ellis sent information to her regarding the review of closed session minutes and it is necessary to continue reviewing the minutes.

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

Director’s Report: Director McAllister presented a summary of the library statistics for fiscal year 2015-16. Overall growth for patron usage and program attendance continues to grow and attendance for the summer recreation programs was good.

Closed Session: Not needed

Next regular Meeting Date: August 11, 2016.

Adjournment: With no additional items to discuss Trustee Roese made a motion to adjourn at 7:45 p.m. with a second by Trustee Hicks and passed by acclamation.

Bonnie Boyce, Secretary