

**Rochester Public Library District Board of Trustees Meeting  
December 8, 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 Roese

**Trustees absent:** None

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

**Visitors:** Elaine Honomichl Lewis

**Public Comment:** None

**Approval of Minutes:** Trustee Boyce and Trustee Hicks reviewed prior closed session minutes and recommend opening closed minutes from the October 10, 2013 meeting and disposing of audio recordings from the following Board Meetings and Personnel Committee Meetings:

Board Meeting Audio Recording	Personnel Committee Meeting Audio Recording
May 8, 2014	September 29, 2014
June 12, 2014	March 25, 2015
July 10, 2014	April 1, 2015
December 11, 2014	April 16, 2015
January 8, 2015	
April 9, 2015	
May 14, 2015	

A motion was made by Trustee Fuller to open minutes of the October 10, 2013 closed session and dispose of the audio recordings as listed. The motion was seconded by Trustee Kerr-Herrmann and passed unanimously. The Board reviewed the open and closed minutes of the November 10, 2016 meeting. Trustee Soerensen made a motion to approve the minutes as presented with a second by Trustee Hicks and the motion carried.

**Treasurer's Report/Approval of Bills:** Trustee Soerensen presented the Treasurer's Report and Bills for the months of October and November. A motion was made by Trustee Kerr-Herrmann to approve the October report and bills as presented and was seconded by Trustee Fuller and carried unanimously. A motion was made by Trustee Hicks to approve the November report and bills as presented and was seconded by Trustee Kerr-Herrmann and carried unanimously.

**Swearing in of New Board Member:** Trustee Kerr-Herrmann made a motion to adjust the agenda and move item VII. A. Swearing in of New Board Member to the next item. The motion was seconded by Trustee Roese and carried unanimously. Mrs. Elaine Honomichl Lewis was sworn by Secretary Boyce to fill a vacant two-year board position.

**Unfinished Business:**

**TIF District Update:** Trustee Kerr-Herrmann stated she and Trustee Boyce attended a meeting conducted by Village Mayor Dave Armstrong and Steven Kline, President/CEO of The Economic Development Group, LTD. to review the TIF District plan. Mayor Armstrong and Mr. Kline summarized properties included in the TIF District and how Village infrastructure will be improved to attract businesses and create growth.

**Committee Reports:**

**Personnel Committee:** Trustee Kerr-Herrmann and Trustee Fuller prepared a summary of the mid-year Director's evaluation to be discussed in closed session.

**Finance Committee:** No meeting

**Joint Use Committee:** Trustee Hicks indicated the Joint Use Committee discussed replacing the wood and cloth chairs in the Community Room with vinyl chairs. The Committee also discussed resurfacing the parking lot in the spring and roof and shingle repair has been placed on hold.

**Strategic Plan Committee:** No meeting

**New Business:**

**Building Plan:** Trustee Fuller presented a tentative schedule of the library expansion for review.

**Hotspot Policy:** Director McAllister presented the Mobile Hotspot Equipment Policy for review. This policy is the addition of a new policy for the use and care of a Beacon Mobile Hotspot. Trustee Boyce made a motion to adopt the policy as presented, which was seconded by Trustee Fuller and carried unanimously.

**Special Reserve Transfer of Funds:** Director McAllister and Bookkeeper Audrey Mock recommended transferring \$6,335.54 from the Special Reserve Fund to the checking account to pay the Library's portion of the HVAC System installed in the Community Room and the fee for Consultant Bev Obert. A motion was made by Trustee Fuller with a second by Trustee Kerr-Herrmann to transfer funds as recommended. The motion passed 7 to 0.

**Director Evaluation:** To be discussed in closed session.

**Closed Session:** Trustee Boyce made a motion to enter into closed session, which was seconded by Trustee Hicks. The Board entered closed session at 7:37 p.m. The Board came out of closed session at 7:53 p.m.

**Other Business:** Trustee Hicks welcomed Trustee Honomichl Lewis to the Board.

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

**Director's Report:** Director McAllister presented the Director Report noting the Per Capita Application and Financial Report due in January 2017 have been completed. Library Board Candidate packets will be received beginning at 10:00 a.m. December 12 through 5:00 p.m. December 19.

**Next regular Meeting Date:** January 12, 2017

**Adjournment:** With no additional items to discuss Trustee Roese made a motion to adjourn at 8:10 p.m. with a second by Trustee Kerr-Herrmann and passed by acclamation.

Bonnie Boyce, Secretary