

**Rochester Public Library District Board of Trustees Meeting  
September 24, 2014**

**Meeting called to order:** 6:00 PM by President Tim Olmsted

**Trustees present:** President Tim Olmsted, Vice-President Chris McDonald, Treasurer Cheryl Soerensen, Secretary Maggie Patterson, Trustee Shannon Ryan, and Trustee Ed Hein

**Trustees absent:** Trustee Diana Kerr-Herrmann

**Library Staff:** Director Janet McAllister

**Visitors:** Bonnie Boyce, Susan Young, Jacob Pahde, Bob McAllister, Bobbe Ryan, Lorachelle Purdy, and Cathy Mrasak

**Approval of Minutes:** A motion was made by Trustee Ed Hein, with a second by Trustee McDonald, to approve the August 14, 2014 meeting Minutes as amended. Trustees Patterson, Soerensen, Hein, McDonald, and Ryan voted "yes"; Trustee Olmsted abstained. The motion passed. A motion to approve the Minutes of the September 11, 2014 meeting was made by Trustee Hein, with a second by Trustee Olmsted. The motion passed by unanimous vote. A motion to approve the Minutes of the September 18, 2014 meeting was made by Trustee Olmsted, with a second by Trustee Patterson. Trustees Soerensen, McDonald, Olmsted, and Patterson voted "yes"; Trustees Hein and Soerensen abstained. The motion passed.

**Treasurer's Report/Approval of Bills:** There was a question from Trustee Hein about an amount "budgeted" in cash on hand. The Library bookkeeper was not at the meeting. Will ask Audrey to explain. A motion was made by Trustee Hein, with a second by Trustee Patterson, to approve the Treasurer's report and bills. The motion passed by unanimous vote.

**Old Business:** None

**Committee Reports:**

Personnel – None

Finance – None

Joint Use – None

**New Business:**

**Per Capita Grant** – Application completed by Director McAllister and will be submitted.

**Ethics Committee** – President Olmsted recommended the following for the Ethics Committee: Emma VanDyke, Beth Haupt, and Jerry Robertson. All have agreed to serve. A motion was made by Trustee Olmsted, with a second by Trustee Hein, to accept the recommendation and appoint the above named members to the Ethics Committee. The motion was amended by Trustee Olmsted, with a second by Trustee Hein, to have a time frame for serving from October, 2014 to October, 2016. The motion passed by unanimous vote. Tim will contact Library attorney, Jon Ellis, about the appropriate person to serve as the ethics advisor. Will add to the October meeting.

**Bylaws – Proposed revision to Article V, Section 7:** "These minutes and reports, immediately upon approval, shall be submitted to the library staff to be publicly posted online or at the library. The document must be posted within 7 (seven) days of approval by the Board in compliance with the Open Meetings Act." A motion was made by Trustee Hein, with a second by Trustee Olmsted, to approve the revision. The motion passed by unanimous vote.

**Bylaws – Proposed revision to Article V, Section 3:** "The agenda and/or information packet shall be distributed to each trustee by the Library Director prior to each regular monthly meeting. Any Trustee

wishing to have an item placed on the agenda will contact the Director at least 5 (five) business days prior to the meeting. In case of late additions, these should be submitted to the board Chair no later than 72 hours prior to the meeting date.” A motion was made by Trustee McDonald, with a second by Trustee Hein, to approve the revision. The motion passed by unanimous vote.

**Bylaws – Proposed revision to Article VII, Section 3:** “Staff personnel records are confidential and shall be kept in a secure place, and only the Library Director or any person authorized by the ~~Board~~ **Director** shall have access to these records.” A motion was made by Trustee Patterson, with a second by Trustee Ryan to approve the change. Trustee McDonald raised the question of consulting with the Library attorney before making the change. Trustee Patterson withdrew the motion.

**Division of Responsibility Between Board and Librarian** – Proposed revision: In the Finance section – delete the following: “A purchase of equipment, fixtures or furniture over an amount of \$500 requires Board approval.” A motion was made by Trustee Soeresnsen, with a second by Trustee Ryan, to approve the revision. Trustees Patterson, McDonald, Soerensen, Olmsted, and Ryan voted “yes”; Trustee Hein voted “no”. The motion passed.

**Personnel Policy** – Tabled until the Personnel Committee can meet.

**Close early for the Homecoming Parade on October 3, 2014** – A motion was made by Trustee Olmsted, with a second by Trustee Ryan, to approve the Library closure at 2:00 PM on October 3 to participate in the Rochester Homecoming parade at 3:00 PM. Trustees Ryan, Olmsted, Soerensen, Patterson, and McDonald voted “yes”; Trustee Hein voted “no”. The motion passed.

**Other Business:** Trustee Patterson announced that petitions may now be circulated for Library Trustee. There are four seats up for election in the April Consolidated Election. Candidate packets are available in the Library. A notice will be placed in the Rochester Times.

**Communications:** Director McAllister shared with the Board newspaper articles and “thank you” notes.

**Director’s Report:** Monthly statistics and reports from Youth, Adult, and Circulation departments shared with the Board. The Youth Services Director and Circulation Manager are in orientation. The Library will again have a booth at the Rochester Olde Town fall festival.

**Public Comment:** None

**Closed Session:** None

**Next Meeting:** October 9, 2014 at 6:00 PM

**Adjournment:** A motion to adjourn was made by Trustee Hein, with a second by Trustee Ryan. All in favor and the meeting adjourned at 8:03 PM.

Submitted by Secretary Maggie Patterson