

**Rochester Public Library District Board of Trustees Meeting  
October 9, 2014**

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

**Trustees present:** President Tim Olmsted, Vice-President Chris McDonald, Secretary Maggie Patterson, Trustee Diana Kerr-Herrmann, and Trustee Ed Hein

**Trustees absent:** Treasurer Cheryl Soerensen, Trustee Shannon Ryan

**Library Staff:** Director Janet McAllister, Audrey Mock, Library attorney Jon Ellis

**Visitors:** Bonnie Boyce, Susan Young, Jacob Pahde, Bob McAllister, Lorachelle Purdy, and Cait Walden

**Approval of Minutes:** A motion was made by Trustee Hein, with a second by Trustee McDonald, to approve the Minutes from the September 24, 2014 meeting. The motion passed by unanimous vote.

**Treasurer's Report/Approval of Bills:** A motion was made by Trustee Hein, with a second by Trustee Olmsted, to approve the Treasurer's Report and September bills. The motion passed by unanimous vote.

**Old Business**

**Ethics Advisor** – As explained by Mr. Ellis, the Ethics Advisor is to be available for advice and consultation in ethics issues. It can be an employee of the Library. A motion was made by Trustee McDonald, with a second by Trustee Olmsted, to appoint Director Janet McAllister as the Ethics Advisor. The motion passed by unanimous vote. Secretary Patterson will send a letter to the members of the Ethics Commission appointed at the last meeting informing them of their approval. She will arrange a time for them to meet for introductions.

**Bylaws - Discussed Section 3. Administrative Records.** Clarified that “**Board**” refers to the members as a whole and not to an individual Board member. No action taken. Statement left as it is.

**Personnel Policy** – Defer action until the Personnel Committee report.

**Committee Reports**

**Personnel Committee:** The Personnel committee reviewed the following in the Personnel Manual.

**1.01 Hiring At Will Employee** – Currently jobs are posted for 10 days. Per Mr. Ellis there is no requirement for a minimum number of days for a job to be posted. Recommended by the Personnel Committee: “With the exception of Pages and seasonal help, job openings will be advertised for 7 (seven) days after which interviews will be conducted. Searches will remain open until the vacancy is filled.” A motion was made by Trustee Hein, with a second by Trustee McDonald, to accept the recommendation. The motion passed by unanimous vote.

**3.03 Compensation** – The Committee recommends adding “Youth Services Assistant” and Seasonal Assistant” to the job classification list. A motion was made by Trustee Hein, with a second by Trustee Olmsted, to accept the recommendation. The motion passed by unanimous vote.

**5.01 Performance and Evaluation** – The Committee recommends deleting “After each annual staff evaluation, the Board may meet individually with each employee for staff input.” A motion was made by Trustee Kerr-Herrmann, with a second by Trustee Patterson, to accept the recommendation. The motion passed by unanimous vote.

**Director Agreement** – The Director requested the Committee to consider extending the time period for completion of her degree. The Committee declines to recommend any action at this time.

**Finance Committee** – No report

**Joint Use Committee** – No report

## **New Business**

**Levy Ordinance Approval** - A motion was made by Trustee Olmsted, with a second by Trustee Kerr-Herrmann, to approve Ordinance No. 2015-05, Ordinance for the Levy and Assessment of Taxes for the Rochester Public Library District for the Fiscal Year Beginning July 1, 2014 and Ending June 30 2015. The motion passed by unanimous vote.

**Building Maintenance** – Trustee Kerr-Herrmann reported on water once again leaking into the community room through the back door. The gutters are full of debris and this is a contributing factor. Janet and Trustee Kerr-Herrmann have both been to the Village but they have been unresponsive and the gutters still have not been cleaned. They have been told by Village staff that the manager, Gale Kent, is out for an undetermined amount of time. Trustee McDonald has volunteered to clean the Library side of the gutters. The issue should be brought before the Joint Use Committee.

**New Volunteer Group** – Beth Haupt and Stephanie Fuller brought a proposal to form a volunteer group. There is a small number of volunteers interested in doing so. They are willing to sign a Memorandum of Understanding with the Library Board. They intend to apply for a 501C. Will add this to the agenda for the December meeting for more information.

**Other Business** – Secretary Patterson reminded the group of the upcoming election and that packets are available in the Library.

**Communications** – Walking Tour Article about Rochester history.

**Director's Report** – Big Lots donated 60 new books to the Library. Reports from the various service managers. Jacob will be looking into digitizing certain items in the Library pertaining to Rochester history. He will explore software, cost, etc. Janet is beginning a “no to yes” initiative.

**Public Comment** – None

**Closed Session** – None

**Next meeting** – November 13, 2014 at 6:00 PM

**Adjournment** – A motion to adjourn was made by Trustee Olmsted, with a second by Trustee Kerr-Herrmann. All in favor and the meeting ended at 7:57 PM.

Submitted by Secretary Maggie Patterson