

**Rochester Public Library District Board of Trustees Meeting**

**June 12, 2014**

**Meeting called to order:** 6:04 PM by President Tim Olmsted

**Trustees present:** Vice-President Chris McDonald, Treasurer Cheryl Soerensen, Trustee Diana Kerr-Herrmann, Trustee Shannon Ryan

**Trustees absent:** Secretary Maggie Patterson, Trustee Ed Hein

**Library Staff:** Director Janet McAllister

**Visitors:** Bonnie Boyce, Susan Young, Bob McAllister, Bobbe Ryan, Jon Ellis

**Approval of Minutes:** A motion was made by Chris McDonald and a second by Diana Kerr-Herrmann to accept the Minutes of the May 8, 2014 meeting. The vote was unanimous to accept.

**Treasurer's Report/Approval of Bills:** A motion was made by Trustee Diana Kerr-Herrmann and seconded by Trustee Tim Olmsted to accept the May 2014 Treasurer's Report. The motion passed unanimously.

A motion to transfer funds from one line item to another in order to be able to pay for the improvements being made to the library was made by Trustee Chris McDonald and seconded by Trustee Shannon Ryan. The transfer was approved unanimously. The motion was amended by Trustee McDonald and seconded by Trustee Olmsted to include a detailed accounting of the transfers. The amendment was approved unanimously.

The transfer recommended for Fiscal Year ending June 30, 2014 is detailed below:

			Old Amount	New Amount
Deduct from:	Equipment & Furniture:	6000	27500	21500
Add to:	Building and Maintenance	3000	17300	20300
	Consortia Expense	300	6345	6645
	Miscellaneous	500	3000	3500
	Program Expense	2000	5500	7500
	Staff & Trustee Development	200	5000	5200

**Old Business:**

President Olmsted had invited the Board's Attorney Jon Ellis to attend the meeting to share his expert opinion on the subject of the library's sales tax liability. Mr. Ellis researched the Illinois Department of

Regulations and in his expert opinion does not think that the library is required to pay sales tax as long as certain requirements are met. He shared his research and provided a document that references the Illinois Administrative Code and gives guidelines for the sales tax requirement. See attached document. He believes the library is in compliance with the conditions stated.

Severe Weather Policy was tabled until the July meeting.

Strategic Plan is being reviewed by Trustee McDonald and Trustee Patterson because of inconsistencies and outdated information. Editing is underway and a proper report will be made in August.

Director's Salary was moved to Closed Session (item IX) for discussion.

### **Committee Reports:**

Personnel Committee-No Report

Finance Committee- Treasurer Soerensen, Trustee Kerr-Herrmann, Bookkeeper Mock, and Director McAllister met to continue finalizing the Working Budget for fiscal year 2015..

Joint Use Committee-No formal meeting but the Rochester School District Art Show was a success with over 100 attending May 30, 2014. The students' works will continue to be on display all summer.

### **New Business:**

A motion to accept The Prevailing Wage Ordinance #01 was made by Tim Olmsted and seconded by Diana Kerr-Herrmann. It was accepted unanimously.

Chris McDonald made a motion which was seconded by Shannon Ryan to schedule the next fiscal year's board meeting dates on the second Thursday of each month. The motion passed by unanimous consent. Dates will be posted in the Rochester Times.

A motion was made by Tim Olmsted and seconded by Chris McDonald to accept the Holiday Closure Schedule. It was accepted by unanimous vote.

The health insurance contract with CMS is up for renewal. Another Option through Blue Cross Blue Shield had been reviewed by the Director and Bookkeeper. It offered better coverage and at a savings of \$8000 over the current policy. Shannon Ryan made a motion to accept the Blue Cross Blue Shield Policy. It was seconded by Diana Kerr- Herrmann. Tim Olmsted, Shannon Ryan, Diana Kerr-Herrmann, and Cheryl Soerensen voted to accept the motion. Chris McDonald abstained because he wanted more information.

Cheryl Soerensen made a motion to accept the Working Budget for Fiscal 2015. Shannon Ryan seconded the motion. It passed unanimously.

The review of the Closed Session Minutes would be done during the actual Closed Session and then be voted on during Open Session.

**Other Business:** None

**Communications:**

Articles about the art display by the Lost Bridge Artists and the local students were in the Rochester Times. Calhoun Carpet Company sent a note of thanks for the library's business during the recent updates and replacement of carpet and bathroom flooring.

**Director's Report:**

Jennifer Mason was hired as Assistant Youth Services Director. New pages have been hired. Seven new teen helpers have agreed to assist during the summer. As of June 6 there have been 160 participants sign up for Summer Reading. There have already been 352 visits to the Summer Reading website. The library and Rochester Summer Recreation Program have teamed up on a couple of programs. The Sangamon County 4H will be providing a program for Summer Reading. One of the big program highlights for the summer will be reading with a therapy dog. A new incentive program for the employees is "Employee of the Month". Nathanael Arthur was the recipient for May because of the work he did to help a patron get a new job.

**Public Comment:** None

**Closed Session:**

The Board entered into closed session at 8:40 PM to review the Closed Session Minutes and discuss the Director's Salary.

**Open Session** resumed at 9:30 PM.

Tim Olmsted made a motion which was seconded by Chris McDonald to increase the Director's salary at the rate of 1.5% Cost of Living Adjustment. It was accepted unanimously.

Tim Olmsted moved to keep the Closed Session Minutes from May 8, 2014 closed. Diana Kerr-Herrmann seconded. It was accepted unanimously.

Maggie Patterson recommended that the dates of the Closed Minute taped recordings listed below be destroyed: 4-5-12, 5-7-12, 6-7-12, 7-5-12, 8-30-12, 9-13-12, and 10-4-12. Tim Olmsted made the motion to destroy afore mentioned tapes. Diana Kerr-Herrmann made the second. A unanimous vote was recorded.

**Next Meeting:** July 10, 2014 at 6:00 PM in the Community Room

**Adjournment:** A motion made by Shannon Ryan and seconded by Diana Kerr-Herrmann to adjourn the meeting. All in favor and the meeting ended at 9:36 PM.

Submitted by *Acting Secretary Cheryl Soerensen*

