

**Rochester Public Library District Board of Trustees Meeting
December 12, 2013**

Meeting called to order: 6:01 PM by Vice-President Chris McDonald

Trustees present: Vice-President Chris McDonald, Treasurer Cheryl Soerensen, Secretary Maggie Patterson, Trustee Diana Kerr-Herrmann, and Trustee Shannon Ryan

Trustees absent: President Tim Olmsted, Trustee Ed Hein

Library Staff: Director Janet McAllister, Library bookkeeper Audrey Mock

Visitors: Bonnie Boyce

Approval of Minutes: A motion was made by Trustee Kerr-Herrmann, with a second by Trustee Soerensen, to approve the Minutes from the November 13, 2013 meeting. The motion passed by unanimous vote.

Treasurer's Report/Approval of Bills: It was noted that 70% of the supply budget has been used and we are only a few months into the Fiscal year. The purchase of more audio books has increased the purchase of the book sleeves which has been under supplies. It was agreed to include the sleeve purchases with the audio book line items. A motion was made by Trustee Patterson, with a second by Trustee Kerr-Herrmann, to approve the Treasurer's report and November bills. The motion passed by unanimous vote.

Old Business:

Disaster Plan: Trustee Hein has worked with Deputy Fire Chief Greg Surbeck on updating the Disaster Plan. A motion to table this item in order to allow Trustee Hein to provide input was made by Trustee Soerensen, with a second by Trustee Ryan. The motion passed by unanimous vote.

Computer Purchase: The computer identified by Trustee Kerr-Herrmann at last month's meeting is no longer available on Tiger Direct. But Janet found another H/P computer with the features needed for less money (\$799.99) than had been presented earlier. A motion to approve the purchase of an additional computer for staff use in the amount of \$799.99 was made by Trustee Soerensen, with a second by Trustee Ryan. The motion passed by unanimous vote.

Committee Reports:

Personnel – None

Finance – None

Joint Use – Trustee Soerensen notes that artwork has been hung in the Community Room. All agree it is impressive. A reception is scheduled the evening of December 13 from 6-8 PM. Several security cameras have been ordered.

New Business:

Statement of Receipt and Disbursement: This is an annual statement that is filed with the County Clerk's office. Treasurer Soerensen will sign when Audrey has completed the statement.

Approve Closed Minutes from November: A motion was made by Trustee Patterson, with a second by Trustee McDonald, to address this item during Closed Session. The motion passed by unanimous vote.

Other Business: Trustee Patterson reported she had received a call from a patron regarding another patron viewing a pornographic web site. The patron reported the incident to Library staff immediately and the incident was handled swiftly. The patron is concerned about minors being able to view what adults are looking at on the public computers and wonders if certain sites can be blocked. Janet reports

that it isn't possible to filter websites as the computers are all individual and connected to a main server. The Acceptable Use policy and Disruptive Patron policy will be reviewed and this issue will be discussed further at the next meeting. Trustee Patterson will contact the patron with what was discussed tonight.

Communications: News of the Holiday party was in the Rochester Times; Rachel in the Lions Club newsletter; Art in the Library reception in the Rochester Times; Thank you letter from the Rochester Rocket Robotics for the first Lego League.

Director's Report: Very successful holiday party with more than 100 children attending and around 300 people overall; Janet submitted the Library Journal Director's report to Trustees; LSTA grant complete; Carol Strick, the Rochester Historical Society liaison for the Library, helped develop a form for removing items from the Library by RHS members; Mad Cap Puppets at Rochester Elementary School; Upcoming events – Project Linus, Book to Movie Club, and Cabin Fever.

Public Comment: None

Closed Session: A motion to enter closed session for purposes of reviewing closed session Minutes was made by Trustee Patterson, with a second by Trustee McDonald. The motion passed by unanimous vote. Closed session began at 7:00 PM.

Closed session ended at 7:07 PM. Action taken: 1) A motion was made by Trustee Patterson, with a second by Trustee McDonald, to approve Minutes from the closed session meeting of November 13, 2013 and release them for public access. The motion passed by unanimous vote. 2) A motion was made by Trustee McDonald, with a second by Trustee Ryan, that having recently reviewed all of the Minutes in October, to have the remainder of the closed session Minutes remain closed until the next semiannual review. The motion passed by unanimous vote.

Next meeting: January 9, 2014 at 6:00PM

Adjournment: A motion to adjourn the meeting was made by Trustee Kerr-Herrmann, with a second by Trustee Patterson. The motion passed by unanimous vote and the meeting adjourned at 7:12 PM.

Submitted by Secretary Maggie Patterson