

**Rochester Public Library District Board of Trustees Meeting
May 8, 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 Diana Kerr-Herrmann, Trustee Shannon Ryan, and Trustee Ed Hein

Trustees absent: None

Library Staff: Director Janet McAllister, Bookkeeper Audrey Mock

Visitors: Bonnie Boyce, Kate Hein, Susan Young, Jacob Pahde, Bob McAllister

Approval of Minutes: A motion was made by Trustee Hein, with a second by Trustee Ryan, to accept the Minutes from the March meeting as amended. Trustees Ryan, Hein, McDonald, Patterson, Soerensen, and Kerr-Herrmann voted “yes”; Trustee Olmsted abstained.

No meeting held in April as only three Trustees present.

Treasurer’s Report/Approval of Bills: A motion was made by Trustee Hein, with a second by Trustee Kerr-Herrmann, to accept the March, 2014 Treasurer’s Report. Trustees Ryan, Hein, McDonald, Patterson, Soerensen, and Kerr-Herrmann voted “yes”; Trustee Olmsted abstained. A motion was made by Trustee Hein, with a second by Trustee McDonald, to accept the April, 2014 Treasurer’s Report. The motion passed by unanimous vote.

Old Business

Severe Weather Policy – Ad hoc committee hasn’t met. Issue tabled for now.

Approval Job Description – A motion was made by Trustee McDonald, with a second by Trustee Soerensen, to approve the job description for the Youth Services Assistant. Trustees Kerr-Herrmann, McDonald, Patterson, Olmsted, Soerensen, and Ryan voted “yes”; Trustee Hein voted “no”. The motion passed.

Committee Reports

Personnel - None

Finance – Recommendations from the Finance Committee for building maintenance: 1) Changes to the circulation due to instability of side desk. 2) Replace torn carpet behind circulation desk. 3) Repair & painting to employee bathroom and workroom; replace flooring in employee bathroom. 4) Paint walls in the Library. 5) Purchase desk for the Director’s office and two computers (one stand alone and one laptop). Cost of the above is \$17,604. A motion was made by Trustee Kerr-Herrmann, with a second by Trustee Soerensen, to approve the recommended upgrades and maintenance work. The motion passed by unanimous vote.

Joint Use – May 30 there will be a reception for viewing of student art work.

New Business

Copier Proposal – A motion was made by Trustee Hein, with a second by Trustee Kerr-Herrmann, to approve a 5 year proposal from Watts Copy Systems at an approximate annual cost of \$3,111. The motion passed by unanimous vote.

Technology Plan Review – A motion was made by Trustee Hein, with a second by Trustee Olmsted, to accept the Technology Plan as amended. The motion passed by unanimous vote.

Strategic Plan Review – Suggested by Director McAllister to review and update. Last done March, 2010. Trustee McDonald will review. Trustee Patterson will assist.

Illinois Public Library Standards Review, Chapter 7 - Required for the Per Capita Grant. Copies given to the Trustees.

Non-Resident Fee – A motion was made by Trustee McDonald, with a second by Trustee Olmsted, to approve the 2014-2015 non-resident fee of \$147. The motion passed by unanimous vote.

Library Director Review – A motion was made by Trustee Olmsted, with a second by Trustee Kerr-Herrmann, to enter closed session for purposes of Library Director annual review/evaluation. The motion passed by unanimous vote.

Closed session began at 7:35 PM

Regular meeting resumed at 8:52 PM. No action taken from closed meeting.

Other Business: None

Communications: “Thank You” from World Book Night.

Director’s Report: Library stats and staff reports presented. Janet notes beginning September 1, 2014 SHARE is requiring patron DL number and birthdate. Patron record will not be saved without these two items. Our Library will be able to enter the last 4 digits of the DL.

Public Comment: None

Closed Session: Done earlier.

Next meeting: June 12, 2014 at 6:00 PM

Adjournment: A motion was made by Trustee Olmsted, with a second by Trustee Hein, to adjourn the meeting. All in favor and the meeting ended at 9:37 PM.

Submitted by Secretary Maggie Patterson