

**Rochester Public Library District Board of Trustees Meeting
February 12, 2015**

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, and Trustee Shannon Ryan

Trustees absent: Trustee Ed Hein

Library Staff: Director Janet McAllister, Bookkeeper Audrey Mock

Visitors: Bonnie Boyce

Approval of Minutes: A motion was made by Trustee McDonald, with a second by Trustee Olmsted, to approve the Minutes from the January 8, 2015 meeting. Trustees McDonald, Olmsted, Patterson, Soerensen, and Kerr-Herrmann voted “yes”; Trustee Ryan abstained. The motion passed.

Treasurer’s Report/Approval of Bills: A motion was made by Trustee Olmsted, with a second by Trustee Kerr-Herrmann, to approve the Treasurer’s Report and approve the January bills. The motion passed by unanimous vote.

Old Business:

Electronic Front Doors – Special Reserve Funds/Grant Funds: Trustee Olmsted searched for grants that might help fund the electronic front doors but found none that the Library would qualify for. Trustee Kerr-Herrmann presented revised estimates from two companies: Tee Jay Central, Inc with total installation cost of \$9014 and DH Pace Company, Inc. with total installation cost of \$10,920. Included in both totals is electrical work to be done by B&B Electric at \$1750. A motion was made by Trustee McDonald, with a second by Trustee Patterson, to have Tee Jay Centrall, Inc. install the electronic front and Library doors at a cost of \$9014. The motion passed by unanimous vote.

Back Doors to Garden: Repaired by Rochester Village maintenance crew.

Public Funds Investment Act Policy: Tabled until March meeting.

Committee Reports:

Personnel Committee – Presented **Memorandum of Understanding (MOU)** between the Rochester Library Board and Director Janet McAllister for the purpose of identifying roles and responsibilities of each party relating to the education tuition reimbursement. A motion was made by Trustee Kerr-Herrmann, with a second by Trustee Olmsted, to approve the MOU as amended. The motion passed by unanimous vote. Presented a new policy, **Keys and Building Access Policy**, with a recommendation to adopt same. A motion was made by Trustee Soerensen, with a second by Trustee Kerr-Herrmann, to accept the policy as amended. The motion passed by unanimous vote. Trustee Patterson and Director McAllister reviewed the current **Personnel Policy**. Some formatting issues were noted as well as need to review and possibly update the Director job description and to consider accumulated sick leave policy. The Personnel Committee will meet to consider these items.

Finance Committee – No meeting.

Joint Use Committee – The Village is re-evaluating the bill for mowing and how it will be calculated in the future. A key pad lock has been put on the electrical closet in the community room. Discussed water drainage in Rachel’s Garden. No recommendations as yet though it is noted that the Library Board must agree with the Village recommendations before any work can proceed. The next Joint Use meeting is scheduled for March 3.

New Business:

Distribution of Library Director Review – Board members to complete and return to President Olmsted at the March meeting.

Library Board Trustee Vacancy – President Olmsted announced the resignation of Trustee Ed Hein. Trustee Patterson will place a notice in the paper asking for those interested in being appointed to the Board to send a letter of interest to the Library, attention Tim Olmsted. A motion was made by Trustee McDonald, with a second by Trustee Kerr-Herrmann, for a formal expression of thanks to Ed for his contributions to the Board and the Library over the past 2 years. The motion passed by unanimous vote with Board members noting Ed will be missed.

Other Business: None

Communications: Janet shared recent articles about the Library as well as “thank you” notes and grant notifications. There are new folders with a picture of the Library on the front.

Director’s Report: 2015 Per Capita Grant in the amount of \$9991.25 and Teen Tech Week grant for \$1000. The Teen Tech grant is to purchase two GoPro Hero 4 cameras with accessories. The Library has also been awarded a grant for four 3D Systems Cube printers, approximate value \$8000. Janet shared monthly usage stats and staff reports.

Public Comment: None

Closed Session: None

Next Meeting: March 12, 2015 at 6:00 in the community room.

Adjournment: A motion was made by Trustee Olmsted, with a second by Trustee Ryan, to adjourn the meeting. All in favor and the meeting adjourned at 7:48 PM.

Submitted by Secretary Maggie Patterson