

**Rochester Public Library District Board of Trustees Meeting
February 11, 2016**

Meeting called to order: 6:00 p.m. by President Diana Kerr-Herrmann

Trustees present: President Diana Kerr-Herrmann, Vice-President Matt Fuller, Treasurer Cheryl Soerensen, Secretary Bonnie Boyce, Trustee Fred Roese,

Trustees absent: Trustee David Hicks, Trustee Shannon Ryan

Library Staff: Director Janet McAllister, Bookkeeper Audrey Mock

Visitors: None

Public Comment: None

Approval of Minutes: Trustee Kerr-Herrmann made a motion to accept the January 14, 2016 minutes as presented. The motion was seconded by Trustee Fuller and passed unanimously.

Treasurer's Report/Approval of Bills: Trustee Soerensen reviewed The Treasurer's Report and Bills with the Board. Trustee Soerensen stated a certificate of deposit matures in March and at the March meeting the Board will discuss the renewal of the certificate. Trustee Boyce made a motion to approve the Treasurer's Report and Approval of Bills as presented. The motion was seconded by Trustee Kerr-Herrmann and passed unanimously.

Unfinished Business:

Audit Report: Trustee Kerr-Herrmann presented the audit report noting no problems were found during the audit. Board members were asked to review the report and forward any comments or concerns to President Kerr-Herrmann before the March meeting. Trustee Kerr-Herrmann also noted the audit fee was reduced from \$4,500 to \$3,000 because of the extra work performed by Mrs. Mock.

Committee Reports:

Personnel Committee: No meeting

Finance Committee: No meeting

Joint Use Committee: No meeting

Strategic Plan Committee: Trustee Fuller stated at the January meeting the goals of the library were discussed along with service priorities. The Director and staff will use the list of service priorities to develop programs. Information gathered at the meeting will be used to further develop the strategic plan.

New Business:

Creation of Space & Building Needs Committee: Trustee Fuller presented a space needs worksheet to determine the square footage needed for the Library. The Committee would be tasked with determining the future needs of the Library. Trustee Roese suggested all Board members be on the Committee and subcommittees be used for specific tasks. Trustee Fuller stated the Space and Building Needs Committee would develop the goals for the growth of the Library. Trustee Roese indicated the Strategic Plan Committee could define the needs of the Library and how to proceed. President Kerr-Herrmann made a motion to table the creation of a Space and Building Needs Committee and was seconded by Trustee Boyce. The motion passed unanimously.

LPL CD: The renewal of the CD will be discussed at the March meeting. Trustee Kerr-Herrmann made a motion to table the renewal of the LPL CD until the March meeting. The motion was seconded by Trustee Soerensen and carried unanimously.

Programming Policy: Director McAllister presented the Library-Initiated Program Policy adopted in October 2002 indicating the policy is outdated and should be replaced with the Programming Policy. The Board reviewed the new policy and Trustee Boyce made a motion to remove the Library-Initiated Program Policy and replace it with the Programming Policy as presented. The motion was seconded by Trustee Fuller and carried unanimously.

Illinois Records Confidentiality Act Policy: Director McAllister presented the Illinois Records Confidentiality Act Policy stating this is an addition of a policy. The Board reviewed the policy and Trustee Kerr-Herrmann made a motion to add the policy as presented. The motion was seconded by Trustee Soerensen and passed unanimously.

Other Business: Trustee Kerr-Herrmann stated she spoke with Harry Henderson about loose shingles on the roof. After further research it was determined the roof was replaced between 2008 and 2010. The shingles used were 35-year shingles and an extended warranty was purchased.

Trustee Boyce indicated there is a large tree growing at the entry into the building. The tree is very close to the building and could cause damage to the roof and guttering. Trustee Kerr-Herrmann will research this matter for the March meeting.

Director McAllister presented a rough draft of the MOU between the Rochester Public Library and the Rochester School District allowing students to use their ID card as a library card.

Trustee Kerr-Herrmann will have Attorney Ellis review the MOU.

Communications: Director McAllister shared with the Board thank you notes, newspaper articles and other communications from patrons.

Director's Report: Director McAllister stated plans for the Summer Recreation Program are moving forward. The Director also applied for the Library Aware Award and Rural Gateways Adult Stem Program Grant.

Next regular Meeting Date:

The next regular meeting date is March 10, 2016

Adjournment:

With no additional items to discuss Trustee Kerr-Herrmann made a motion to adjourn at 7:48 p.m., which was seconded by Trustee Roesse and passed by acclamation.

Bonnie Boyce, Secretary