

**Rochester Public Library District Board of Trustees Meeting  
December 12, 2019**

**Meeting called to order:** 6:07 PM by President Fred Roese

**Trustees present:** Vice President Jessica Ingold, Secretary Elaine Honomichl Lewis, President Roese, Trustee Diana Fairchild, and Treasurer Sarah Deen, Trustee Kathryn Elder

**Trustee absent:** Trustee Jim Sichelau

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

The 11/14/19 Library Board Minutes were reviewed; move by Fairchild with a second by Elder to approve the 11/14/19 and approved by acclamation.

**Treasurer's Report/Approval of Bills:**

- A. The treasurer's report and bills were reviewed.
- B. A motion to approve the treasurer's report and bills by Ingold and a second by Fairchild and approved by Deen, Roese, Ingold, Fairchild, Elder and Honomichl Lewis.

**Unfinished Business:** None

**Committee Reports:**

**Personnel Committee:** No meeting

**Finance:** No meeting

**Joint Use:** The Village will take over the scheduling of the community room including set up and break down of the room Jan. 1, 2020.

**New Business:**

- A. Per Capita Grant will be sent in
- B. Illinois Wage Payment Collection Act--a review of the updated policy occurred and will be compliant with the travel policy. A motion by Honomichl Lewis with a second by Elder to approve the updated travel policy and approved by Roese, Elder, Deen, Fairchild, Ingold and Honomichl Lewis.
- C. Drug Free Workplace Policy was reviewed and a motion to approve the policy by Deen with a second by Ingold and approved by acclamation.

**Other Business:**

- A. Architect meeting occurred; visual aids vs. a model are planned and will meet to further discuss next steps after the first of the year.
- B. EveryLibrary meeting included review of guidelines for calls to be made to list of people who are needed to help support and spread the word about the referendum. A Vote Yes Committee also needs to be formed.

**Communications:** Cards, thank yous and other communications were shared.

**Director's Report:**

- A. Library Stats :
  - 1. 5729 check outs
  - 2. 6886 door count
  - 3. 20 new patrons
  - 4. 447 computer use
  - 5. 5219 card holders
  - 6. 224 adults in attendance for programs
  - 7. 769 children in attendance for programs

8. 43 teens in attendance for programs
  9. 24 homebound request filled
  10. 4 requests for book a librarian
  11. 136 materials added
  12. 41 withdrawn
  13. 3 Notary request
  14. 3 Wish List
- B. Holiday Subscription Box has been popular with 20 requests.
  - C. An NNLM Reading Club Kit was added to the library; book clubs can check out the 8 books and discussion guide to use.
  - D. Coat drive was successful with 142 items donated to Big Brothers and Big Sisters.
  - E. Performers for the Summer Reading Program have been scheduled.

**Next Regular Meeting Date:** January 9, 2020 @ 6:00 PM

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:34 p.m. by Deen with a second by Roese and passed by acclamation.

Elaine Honomichl Lewis, Secretary