

Rochester Public Library District Board of Trustees Meeting
December 10, 2020
6:00 pm

Meeting called to order: 6:02 PM by President Jessica Ingold

Trustees present: President Jessica Ingold, Trustee Diana Fairchild, Secretary Elaine Honomichl Lewis
Trustee Kathryn Elder; *Via Zoom:* Treasurer Sarah Deen, Vice President Jim Sichlau

Library Staff: Director Janet McAllister

Visitors: Krista Jiroutek (via Zoom), Kimberly Kurtenbach, and Marty Fairchild

Public Comment: Love the lights and story walk!

Approval of Library Board Meeting Minutes:

The 11/12/20 regular meeting minutes were reviewed. A motion was made by Deen with a second by Fairchild to approve the revised 11/12/20 regular minutes; approved by acclamation.

Treasurer's Report/Approval of Bills:

The treasurer's report and bills were reviewed; expenses are on, or below budget. Deen is working on the new signature card for officers at the bank and will let them know.

Motion to approve treasurer's report by Sichlau second by Honomichl Lewis, and approved by Fairchild, Ingold, Sichlau, Deen and Honomichl Lewis.

Unfinished Business: None

Committee Reports:

Personnel Committee: Did not meet

Finance: Did not meet.

Joint Use: Did not meet.

Building: Did not meet.

New Business:

- I. Letter of Resignation of Kathryn Elder; a letter was received by Kathryn Elder as library trustee.
- II. Board Vacancy Applications Interview Session (moving to close session)

Closed Session: Meeting became closed under the Open Meetings Act Section 2(c)(21) at 6:12 PM with a motion by Ingold and a second by Honomichl Lewis and approved by acclamation.

Open Meeting Resumed: A motion by Ingold with a second by Honomichl Lewis to move from a closed to open meeting at 6:47 PM and approved by acclamation. Open meeting resumed at 6:48 p.m.

New Business Continued

- I. Open Meeting--Swearing in of New Trustees
 - A. Krista Jiroutek, Trustee
 - B. Kimberly Kurtenbach, Trustee
- II. Laptop purchase through Lazerware is needed for Library Director to work remotely during pandemic
 - A. Lazerware will manage, repair and maintain the laptop.
 - B. Review of laptop quote from Lazerware--
 - A motion to approve Lenovo, 3 year computer lease with monthly software needed to work remotely for Director's use by Honomichl Lewis second by Kurtenbach Fairchild, Jiroutek, Ingold Sichlau, Kurtenbach, Deen, Honomichl Lewis.

- III. Per Capita Due March 15; 62 pages and 13 chapters due March 15.
 - A. Board will review the first half at the Jan. meeting.
 - B. Board to review the final half at the Feb. meeting.
- IV. Gifts and Donations to the Library Policy--no significant changes; reviewed.
- V. Disposal of Surplus Library Materials--review and discussed.

Other Business

A discussion occurred regarding buying a shed to store holiday items and outside signs. Next step is to talk to the Village and look into options.

Communications

- I. Hoopla is well-received by patrons: 40 audio books; 26 e books and movies, music television and comics.
- II. Holiday Storywalk is up and running and feedback is positive.
- III. Sojourn tree is in the lobby and items to be donated to Sojourn.
- IV. \$500 for PPE from Illinois state library grant.
- V. Grant received from the National Library of Medicine; kit with movies to use for programming and also for checkout.

Director's Report

- I. Board packets to be turned in Monday Dec. 14th; packets and paperwork to be done by the Library Board Secretary.
- II. 24 book boxes filled; ready to be checked out;
Adult crafts/Tik Tok videos are popular as well.
- III. Library Stats:
Check Outs 3502
Door Count 1173
Card Holders 5899
Adult attendance: 33
Kids attendance: 688
Materials added: 114
Notary: 4

Next Meeting Date: January 14, 2021

Adjournment:

With no additional items to discuss, a motion for adjournment at 7:49 p.m. by Deen with a second by Sichlau and passed by acclamation.

Elaine Honomichl Lewis, Secretary