

**Rochester Public Library District Board of Trustees Meeting**  
**January 14, 2021**  
**6:00 pm**

**Meeting called to order:** 6:05 PM by President Jessica Ingold

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

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- I. The regular 12/10/20 meeting minutes were reviewed. A motion was made by Deen with a second by Fairchild to approve the revised regular minutes; approved by acclamation.
- II. The closed minutes from the 12/10/20 board meeting were reviewed by those present and approved by Fairchild, Ingold, Honomichl Lewis, and Kurtenbach; abstaining Deen, Sichlau and Jiroutek.
- III. Closed minutes review occurred on 12/14/20 by Fairchild and Honomichl Lewis. Upon review and discussion, the following minutes will remain closed: 12/1/11; 11/21/11; 11/3/11;10/6/11;7/2/11; 6/2/11; 4/7/11; 8/30/12;5/7/12;1/5/12;5/2/13;2/7/13;5/8/14; 7/9/15;5/14/15; 3/25/15; 12/8/16;4/13/17;8/9/18;4/12/18;1/11/18;1/5/18. 9/10/20 closed minutes were reviewed by all present in the room and it was determined that it needs to remain closed.

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

- I. The treasurer's report and bills were reviewed; expenses are on, or below budget. Fines are below budget for the year; this may be from no fine for kids and a lot of electronic checkouts.
- II. TIF money will be approximately \$100 less of what is expected.
- III. Signature card is done at Rochester Bank. Special Reserve needs to be placed into the regular account needs to be done at Bank of Springfield.
- IV. Motion to approve treasurer's report and bills for month ending December 31, 2020 by Honomichl Lewis and second by Kurtenbach and approved by Sichlau, Jiroutek, Deen, Fairchild, Kurtenbach, Ingold, and Honomichl Lewis.

**Unfinished Business:**

- I. Outdoor Storage Shed-
  - A. Review of quotes on sheds occurred.
  - B. Discussed/reviewed both metal and wood shed quotes. There's a need to find out about the base cost and what the wood/metal is. April/May is the earliest it can be delivered.
  - C. The shed discussion will be tabled at this time and discussed at the next board meeting where there's additional information.

**Committee Reports:**

*Personnel Committee:* Did not meet

*Finance:* Did not meet. There is an opening for a committee member. Kurtenbach will replace Elder who has resigned from the library and will serve with Treasurer Deen.

*Joint Use:* Met on 1/12/2021

- A. The Library will not be responsible for the 2020 bill for mowing and snowplowing. For 2021 there will be a flatbill system of \$3000 for mowing and plowing. The Village said the Library

can do a monthly invoice or for the year. After a short discussion, it was determined a monthly invoice from the Village would be best.

- B. Repairs are needed to the building and Village supplied recommendations for repairs. There's not a timeframe yet and need to address what needs to be done first.
  - 1. A bid was given for the resurfacing of the parking lot.
  - 2. Two options complete redo or patching/repair; will be getting another bid as well by March 16.
  - 3. Additional bids will be provided at future meetings and a discussion regarding what to prioritize.
  
- C. Sparks in the Park June 24-26, 2021
  - 1. New carnival vendor
  - 2. Sparks in the Park meeting will be 2nd Monday before the Village meeting at 6:00.
  - 3. Chicken dinner fundraiser is scheduled for Feb. 2.

Building: Did not meet.

**New Business:**

- I. Freedom of Information Act-The policy was reviewed.
- II. FOIA/OMA training to occur for new trustees during first 90 days.
- III. Per capita requirements were reviewed.

**Closed Session:** None

**Other Business**

- I. Tuesday, Jan 19 library to reopen
  - A. A limit of 10 people at a time in the library
  - B. 15 minute time limit
  - C. Groups no larger than 4
  - D. 15 time limit on computers
- II. Summer Rec didn't occur last year because of COVID; need to explore options for this next summer and could include outdoor activities.
- III. Illinois Heartland Surplus van grant, due Feb. 1. Five grants will be given a way for use of a van for outreach. Director McAllister to apply. Library Board to further discuss requirements if van is awarded.

**Communications**

None

**Director's Report**

- I. Local CURES Grant; still working on the grant
- II. Per capita requirements; finish at next Board meeting
- III. Holiday Story Walk --estimate 429 people went through
- IV. Little Dresses for Africa -188 dresses were made.
- V. Library Stats:
  - Check Outs:2542*
  - Door Count: 0 (Closed due to COVID requirements)*
  - Card Holders 5903*
  - Adult attendance: 40*
  - Kids attendance: 1392*
  - Teen: 3*

*Homebound: 27*  
*Materials added: 126*  
*Notary: 4*  
*Book Box Subscription: 13*

**Next Meeting Date:**Feb. 11, 2021

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

Elaine Honomichl Lewis, Secretary