

**Rochester Public Library District Board of Trustees Meeting**

**March 11, 2021**

**6:00 p.m.**

**Meeting called to order:** 6:03 p.m. by President Jessica Ingold

**Trustees present:** President Jessica Ingold, Trustee Diana Fairchild, Secretary Elaine Honomichl Lewis  
Trustee Kimberly Kurtenbach, Vice President Jim Sichlau, Trustee Krista Jiroutek

**Not Present:** Treasurer Sarah Deen,

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- I. The regular 2/11/21 meeting minutes were reviewed. A motion was made by Kurtenbach with a second by Sichlau to approve the minutes; approved by acclamation.

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

- I. The treasurer's report and bills were reviewed; expenses are at or below budget.
- II. Motion to approve treasurer's report and bills for month ending February 28, 2021 by Fairchild with a second by Kurtenbach and approved by Sichlau, Fairchild, Kurtenbach, Jiroutek, Honomichl Lewis, Ingold.

**Unfinished Business:**

- I. Outdoor Storage Shed; permit submitted to the Village.
- II. Rachel's Garden-Work day is scheduled for Saturday, March 13; the Girl Scout Council has volunteered to work on this day. Several donations have been made and are appreciated.

**Committee Reports:**

*Personnel Committee:* Did not meet; meeting will occur in March.

*Finance:* Did not meet. Did not meet.

*Joint Use:* The next meeting is scheduled for March 23, 2021.

*Building:* Did not meet.

**New Business:**

- I. Per Capita reviewed; needs to be turned in by March 15. Motion to approve the Per Capita by Ingold with a second by Honomichl Lewis and approved with acclamation.
- II. IHLS Surplus Vehicle Grant--Director McAllister is working on a policy for the van with the Library attorney; meeting on March 24th with Illinois Heartland and other libraries awarded a van regarding the van/date to pick it up. The van will not be used until policy is approved.
- III. Non-Resident Card Program--reviewed the current program; motion by Ingold with a second by Sichlau and approved by acclamation.
- IV. Door Counter--a new counter is needed; two bids were reviewed. A motion by Honomichl Lewis to approve the purchase of an updated door counter not to exceed \$1600 with a second by Jiroutek and approved by Kurtenbach, Ingold, Honomichl Lewis, Jiroutek, Fairchild and Sichlau.
- V. Quarterly Newsletter--Director McAllister recommends the June newsletter be the last one mailed to residents due to increased postage and printing costs. It was discussed to have an opt-in option to have the newsletter mailed, as well as an electronic option for all who request it; additional printed copies could be available at the Library and distributed to businesses around town. A motion by Sichlau with a second by Honomichl Lewis to revise the newsletter distribution to eliminate bulk mail to reduce postage and allow for an opt-in policy for mailing the newsletter and electronic access; approved by acclamation.

**Closed Session:** None

**Other Business:** None

**Communications**

Article in newspaper for Rachel's garden work day; donations received from Rochester Tax Service; Bank and Trust; Subway; Rochester State Bank; Lions Club and very much appreciated.

**Director's Report**

- I. Local Cures Grant--Director McAllister to submit additional paperwork as requested.
- II. IHLS Sexual Harassment Prevention Training to occur March 23.
- III. Library on the Go (Libby) is adding magazines.
- IV. Library Stats:

*Check Outs: 3937*

*Door Count: 0 (Door Counter is not working; new one to be replaced within this next month)*

*Card Holders 5903*

*Adult attendance: 35*

*Kids attendance: 140*

*Teen: 3*

*Homebound: 27*

*Materials added: 160*

*Notary: 3*

*Book Box Subscription: 13*

**Next Meeting Date:** April 8, 2021@ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:15 p.m. by Ingold with a second by Sichlau and passed by acclamation.

Elaine Honomichl Lewis, Secretary