

Rochester Public Library District Board of Trustees Meeting
April 15,2021
6:00 p.m.

Meeting called to order: 6:05 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, Treasurer Sarah Deen, Trustee Krista Jiroutek

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild

Public Comment: None

Approval of Library Board Meeting Minutes:

- I. The regular 3/11/21 meeting minutes were reviewed. A motion was made by Ingold 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 March 31, 2021 by Ingold with a second by Sichlau and approved by Fairchild, Ingold, Deen, Kurtenbach, Jiroutek, Honomichl Lewis, Sichlau.

Unfinished Business:

- I. IHLS Surplus Vehicle Grant-Update-Van to be picked up on 4/16/21.

Committee Reports:

- I. Personnel Committee-The following was reviewed and discussed at the Personnel Committee Meeting (3/19/21) and brought to the 4/15/21 meeting to review:
 - A. Staff Raise: Staff raise \$1 per hour is recommended for July 1 to keep pace with minimum wage requirements, and will be a part of the discussion during the annual budget review.
 - B. Salary Schedule: A salary schedule was created to show the hourly range paid by position with the exception of the director; motion to approve the new salary schedule by Sichlau with a second by Jiroutek and approved by Fairchild, Sichlau, Jiroutek, Deen, Honomichl Lewis, Ingold, and Kurtenbach.
 - C. Lunch Break Policy: Policy was reviewed; motion to approve Lunch Break Policy by Deen and Ingold; approved by acclamation.
 - D. Personnel Travel Policy-Reviewed policy; a motion by Deen to approve amended Personnel Travel Policy with a second by Ingold and approved by acclamation.
- II. Finance: Did not meet. The plan is to meet by the end of the month.
- II. Joint Use: Met April 15, 2021- Sparks in the Park is scheduled for June 25-28. A storywalk is being considered at this time in the park. The butterfly mural was approved by the committee for Rachel's Garden. The parking lot and building exterior repair has been put on hold.
- IV. Building: Did not meet.

New Business:

- I. Annexation of Property-A notice was provided for an area near Hilltop.
- II. Vehicle Policy-The policy was reviewed and a motion to approve Vehicle Usage Policy as amended by Deen with a second by Honomichl Lewis and approved by acclamation
- III. Travelers Bond Insurance- Insurance for the treasurer is being renewed.
- IV. Patron Use Computer-A missing computer was returned.

Closed Session: None

Other Business:

Economic Interest--A reminder was given to all board members to complete the economic interest requirement,

Communications

Cards and thank yous were shared.

Director's Report

- I. Local Cures Grant--Director McAllister reports received grant was received.
- II. IHLS Sexual Harassment Prevention Training completed by library staff
- III. Utility shed is installed
- IV. Regular hours are back
- V. New door counter is installed
- VI. Annual Public Library District Board Changes reporting sent to IL State Library
- VII. FY2022 Annual Agreement for SHARE members received and signed
- VIII. Library Annual Certification completed
- IX. June 3rd-Summer Reading Kick-off day
- X. Library Stats:
 - Check Outs:5912*
 - Door Count: 767 (Only reflects a small number of days due to door counter installed for only portion of month)*
 - Card Holders 5903*
 - Adult attendance: 90*
 - Kids attendance: 281*
 - Teen: 20*
 - Materials added: 176*
 - Withdrawn: 194*
 - Notary: 3*
 - Book Box Subscription: 17*
 - Wish List: 11*

Next Meeting Date: May 13, 2021@ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:40 p.m. by Deen with a second by Krista and passed by acclamation.

Elaine Honomichl Lewis, Secretary