

**Rochester Public Library District Board of Trustees Meeting**  
**July 8, 2021**  
**6:00 p.m.**

**Meeting called to order:** 6:01 p.m. by President Jessica Ingold

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

**Trustee absent:** Trustee Krista Jiroutek

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- I. The regular 6/10/21 meeting minutes were reviewed and edits noted. A motion was made by Sichlau with a second by Fairchild to approve the revised minutes; approved by acclamation.

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

- I. The treasurer's report and bills were reviewed.
- II. This is the end of the fiscal year; will end the year positively.
- III. Motion to approve treasurer's report and bills for month ending June 30, 2021 by Ingold with a second by Kurtenbach and approved by Ingold, Kurtenbach, Honomichl Lewis, Sichlau, Deen and Fairchild.

**Unfinished Business:**

- I. Van Wrap-McAllister has contacted interested parties to be sponsors and will continue to ask until the end of July.
- II. Van wrap design was reviewed, a motion to approve the proposed van wrap by Honomichl Lewis with a second by Deen and approved by acclamation.

**Committee Reports:**

- I. Personnel Committee: Did not meet.
- II. Finance: Did not meet.
- III. Joint Use: Did not meet.
- IV. Building: Did not meet.

**New Business:**

- I. Closed Session Minutes Review-will occur July 9th.
- II. Patron Conduct Policy-policy reviewed.
- III. Inter-Library Relations Policy; policy reviewed.
- IV. Office chair purchase; new office chair needed and options discussed. A motion to approve a new chair up to \$600 by Fairchild with a second by Sichlau and approved by Deen, Honomichl Lewis, Ingold, Kurtenbach, Fairchild, Sichlau.

**Other Business:**

- I. IPLAR requires a discussion if library minutes every month are correct; a motion by Deen and a second by Ingold that the library minutes every month are correct and approved by acclamation.

**Communications**

Cards and articles were shared

## **Director's Report**

- I. Attended the following conferences: Virtual ALA Annual Conference; How to Access Maximum ARPA Funds; Knights Foundation Digital Public Library of America.
- II. Began work on IPLAR.
- III. Youth Services had good attendance at Toddler Time, Storytime, STEAM, SR Open Play, SR Field Day, SR Obstacle Course and SR Absolute Science; Teens TAB and Homeschool Programs; Family Health-Herb Gardening, Paint a Birdhouse, Caterpillars, and Knitting Knits.
- IV. Six summer reading programs occurred with 279 attending.
- V. Adult Services handed out take-home craft bags; conducted a virtual evening book club, and held a Rules of the Road class. Farmers Market had around 600 in attendance over 4 dates.
- VI. Tech services reported fiscal year 2021 statistics:
  - 1835 items added to library
  - 116 donations added
  - 26 items replaced from donations
  - 42 Wish List purchases
  - 3294 items withdrawn/deleted
  - 126 repairs
  - 628 call number changes/replacements
  - 52 Book Boxes
- VII. Monthly Library Stats:
  - Check Outs: 6020*
  - Door Count: 3264*
  - Card Holders: 5957*
  - New Patrons: 20*
  - Computer Use: 324*
  - Adult attendance: 25*
  - Kids attendance: 818*
  - Teen: 14*
  - Materials added: 122*
  - Book Box Subscription: 17*
  - Withdrawn: 1136*
  - Repairs: 22*
  - Call # Changes: 57*
  - Wish List: 1*

**Closed Session:** None

**Next Meeting Date:** August 12, 2021@ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:01 p.m. by Deen with a second by Sichlau passed by acclamation.

Elaine Honomichl Lewis, Secretary