

**Rochester Public Library District Board of Trustees Meeting**  
**March 10, 2022**  
**6:00 p.m.**

**Meeting called to order:** 6:05 p.m. by President Jessica Ingold

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

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild and Bob Tepatti

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

The regular 2/10/22 meeting minutes were reviewed. A motion was made by Jiroutek with a second by Deen to approve the 2/10/22 minutes; approved by acclamation.

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

- I. Bills and report reviewed; nothing new to report. The library is 8 months into the fiscal year and on budget.
- II. Motion to approve treasurer's report and bills for month ending Feb. 28, 2022 by Ingold with a second by Sichlau and approved by Deen, Kurtenbach, Jiroutek, Fairchild, Honomichl Lewis, Ingold, Sichlau.

**Unfinished Business:**

- I. ARPA Funds-no update.
- II. CIPA-no update.

**Committee Reports:**

- I. Personnel: Reviewed Director McAllister's current evaluation and noted revisions to reflect current responsibilities. Board to review in Closed Session.
- II. Finance: Did not meet.
- III. Joint Use: 4/4/22 @ 3:00 is the next meeting.
- IV. Building Committee: Did not meet.
- V. Strategic Planning Committee: On hold until June.

**New Business**

- I. Survey Proposals: Only heard back from one firm and cannot do a survey. The plan is to look into other possible survey companies.
- II. Adult Program Services job description—updated job description reviewed and a motion to approve the updated Adult Program Services job description by Deen with a second by Honomichl Lewis and approved by acclamation.
- III. Director's evaluation will be discussed during the closed session of this meeting.

**Other Business**

None

**Communications**

Illinois State Library Grant reimbursement received in the amount of \$12,193.83 for outside COVID library activities, outside hand wash station, seats, storywalk, self checkout/workstation and deep clearing of library.

**Director's Report:**

- I. Adult Programs Coordinator filled by Beth. Part-time patron services position filled by Claire.
- II. TIF fund to be deposited Feb. 23.
- III. Fall Festival to be held October 22nd and 23rd.
- IV. Good attendance for Toddler Time-29; Storytime-38; Baby Lapsit-10; Homeschool-5 ; Outreach to Springfield Urban League-139; Beginning Steps-40; Silver Leaf-45; Boys and Girls Club-15
- V. Cabin Fever 2022 Winter Program wrapped up with 341 books read by 19 participants.
- VI. Blood Drive had 20 registrations for 2/23
- VII. AARP Tax Aide is completely booked for February.
- VIII. Jacob has taken over the AARP Tax Aide program and is officially certified to do intakes.

Monthly Library Stats:

*Check Outs: 4073*  
*Door Count: 2072*  
*Card Holders: 6073*  
*New Patrons: 11*  
*Computer Use: 151*  
*Adult attendance: 60*  
*Kids attendance: 328*  
*Teen attendance: 4*  
*Materials added: 87*  
*Withdrawn: 10*  
*Repairs: 12*  
*Wish List: 2*

**Closed Session:**

Meeting became closed under the Open Meetings Act at 6:35 p.m. (exception (c)(1) with a motion by President Ingold and a second by Honomichl Lewis and approved by acclamation.

**Open Meeting Resumed:** A motion by Deen with a second by Sichlau to move from a closed to open meeting at 7:13 and approved by acclamation. Open meeting resumed at 7:13 p.m.

**Next Meeting Date:** April 14, 2022 @ 6:00 p.m.

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

Elaine Honomichl Lewis, Secretary