

**Rochester Public Library District Board of Trustees Meeting**  
**May 12, 2022**  
**6:00 p.m.**

**Meeting called to order:** 6:12 p.m. by Vice President Jim Sichlau

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

**Library Staff:** Director Janet McAllister

**Visitors:** Bob Tepatti

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

The regular 4/10/22 open meeting minutes and closed were reviewed. A motion was made by Sichlau with a second by Jiroutek to approve the 4/10/22 open minutes; approved by acclamation. A motion by Kurtenbach with a second by Jiroutek to approve the 4/10/22 closed minutes and approved by acclamation.

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

- I. Bills and report reviewed for month ending 4/30/22.
- II. Building line item is over this month; grant funds from the Illinois State Library Cares Act will cover this line item and will be sent quarterly.
- III. Motion to approve treasurer's report and bills for month ending April 30, 2022 by Sichlau with a second by Kurtenbach and approved by Deen, Kurtenbach, Fairchild, Honomichl Lewis, Ingold, Jiroutek and Sichlau.

**Unfinished Business:**

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

**Committee Reports:**

- I. Personnel: Met on May 10th@11:00
  - A. Staff raises were discussed. Raises are needed to remain competitive to hire and maintain staff. A \$2.00 an hour raise was reviewed. A motion by Sichlau with a second by Kurtenbach for a July 1st, \$2.00 per hour pay raise per the chart reviewed by Kurtenbach, Jiroutek, Ingold, Deen, Honomichl Lewis, Ingold and Fairchild.
  - B. Updated salary schedule will be completed and reviewed at the next board meeting.
  - C. Benefit policy was reviewed. There is an additional statute that needs to be included to clarify what staff contribute to the IRMF as well as a pronoun change to "their"; a motion by Jiroutek with a second by Ingold to approve the updated benefits policy to include the IMRF statute and to update the personal pronoun and approved by acclamation.
- II. Finance: Did not meet.
- III. Joint Use:
  - A. MOU was reviewed and discussed. Ingold to take comments to the next meeting.
  - B. Intergovernmental Agreement reviewed and discussed. Comments to be submitted to the Joint Use Committee for further consideration.
  - C. The May 2 meeting was canceled.
- IV. Building Committee: Did not meet.
- V. Strategic Planning Committee: On hold until June.

### **New Business**

- I. Survey Proposals: On May 11, met with Rod Wright at a special meeting to discuss the need for a survey for referendum. RFP proposal dates need to be adjusted and will be reissued for a call for bids by June 9.
- II. EveryLibrary Referendum—will go back to John with plan and feedback.
- III. Non-Resident fee was discussed. A motion by Honomichl Lewis with a second by Ingold to adopt the non-resident fee as outlined by the Secretary of State, Jesse White, Illinois State Librarian and approved by acclamation.

### **Other Business**

None

### **Communications**

Niche Academy has been well received and the feedback has been positive.

### **Director's Report:**

- I. Illinois State Library Grant, 2nd quarter financial report completed; \$3732.62.
- II. Great attendance at the RIS Carnival; it was a wonderful opportunity to interact with the community and share library information.
- III. Day and evening book clubs were well attended.
- IV. Currently working on Adult Summer Reading Program and Farmers Market
- V. Blood Drive was held.
- VI. Baby lapsit, Toddler Time, Storytime all were well attended.
- VII. Outreach - Springfield Urban League (127), Beginning Steps (40), Silver Leaf (45), Boys & Girls Club (15), RIS Carnival (370)

### Monthly Library Stats:

*Check Outs: 5098*  
*Door Count: 2702*  
*Card Holders: 6176*  
*New Patrons: 15*  
*Computer Use: 342*  
*Adult attendance: 41*  
*Kids attendance: 732*  
*Teen attendance: 18*  
*Materials added: 142*  
*Withdrawn: 76*  
*Repairs: 25*  
*Wish List: 12*

**Next Meeting Date:** June 9, 2022 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 8:48.m. by Sichlau with a second by Kurtenbach and passed by acclamation.

Elaine Honomichl Lewis, Secretary