

Rochester Public Library District Board of Trustees Meeting
1/12/23
6:00 p.m.

Meeting called to order: 6:02 p.m. by Treasurer Sarah Deen

Trustees present:

Trustee Diana Fairchild, Trustee Krista Jiroutek, Secretary Elaine Honomichl Lewis, Treasurer Sarah Deen, Trustee Kimberly Kurtenbach

Trustees absent: President Jessica Ingold, Vice President Jim Sichlau

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. The regular 12/8/22 minutes were reviewed.
- B. A motion was made by Deen with a second by Jiroutek to approve the 12/8/22 minutes; approved by acclamation.
- C. Fairchild and Honomichl Lewis conducted a closed minute review on 1/12/23; The only closed minutes in 2022: 3/12/22 and 4/10/22. Both were reviewed at the 7/14/22 Library Board Meeting and moved to open minutes. A motion to approve the 1/12/23 closed minute review by Jiroutek with a second by Kurtenbach and approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and report reviewed for month ending 12/31/22; on track with budget and expenses.
- II. A call was received from American Bank of Missouri regarding the library's checking account; it was compromised. The account was immediately shut down and the American Bank of Missouri is investigating. A new account was opened.
- III. Motion to approve treasurer's report and bills for month ending 12/31/22 by Jiroutek with a second by Fairchild and approved by Fairchild, Honomichl Lewis, Deen, Kurtenbach, and Jiroutek.

Unfinished Business: None

New Business:

- A. A notice was given by President Jessica Ingold that she would be stepping down as president of the Rochester Public Library Board and will remain as a trustee on the board. Sarah Deen, current treasurer, was nominated to be the new president by Kurtenbach with a second by Fairchild and approved by acclamation. **President Sarah Deen is now serving as President of the Rochester Public Library Board.**
- B. A new treasurer is needed due to Sarah Deen serving as President. A motion by Honomichl Lewis with a second by Deen to nominate Diana Fairchild as the new treasurer; approved by acclamation. **Treasurer Diana Fairchild is now serving as Treasurer of the Rochester Public Library Board.**
In addition, Committee assignments will be discussed at the next board meeting in February.
- C. The annual financial report will be tabled until the next board meeting in February.
- D. The Library Director's evaluation will be reviewed and discussed at February's board meeting.
- E. Sublimation Printer Policy was reviewed. A motion to approve the Sublimation Printer

- Policy by President Deen with a second by Jirourtek and approved by acclamation.
- F. Gifts and Donation Policy was reviewed.
 - G. Disposal of Surplus Library Materials was reviewed.
 - H. Public Participation at Board Meetings was reviewed.

Committee Reports:

- I. Personnel: Did not meet.
- II. Finance: Did not meet.
- III. Joint Use: Waiting to confirm a date with the Village.
- IV. Building Committee: Latest draft of Creative Entourage online survey reviewed. Final survey to be completed and test of survey to happen next. A postcard with the logo and QR code to be printed and mailed to people who are Rochester Village residents.
- V. Strategic Planning Committee: Meeting to be held after survey completed.

Other Business:

Certification of Ballot will be revised and sent this week.

Communications: Articles and notes to the library were shared. TIF– Village meeting scheduled for 1/25/23.

Director's Report:

- I. Child/Adult CPR masks and Life Vac kits for choking are at the library. Staff training for CPR and AED occurred; Legal Aid Online staff training as well.
- II. The audit is in process with Pehlman and Dold.
- III. TIF Grant funds were submitted and check of \$5854.14 received.
- IV. COVID testing continues.
- V. Holiday parties in December– Santa (96), Kwanzaa (2) and Hanukkah (4) all were successful.
- VI. 81 items were donated for Feline Ranch from the tree and 120 for Mini O' Beirne Crisis Nursery.
- VII. Blood Drive on December 21 had 17 donors.
- VIII. A battery recycling program has been set up through Call 2 Recycle.

Monthly Library Stats:

Check Outs: 4368
Door Count: 2163
Card Holders: 6535
New Patrons: 4
Computer Use: 115
Adult attendance: 25
Kids attendance: 311
Teen attendance: 13
Homebound: 2
Book Box Subscriptions: 2
Materials added: 196
Withdrawn: 15
Repairs: 45
Notary: 10
Narcans: 8
Wish List: 7

License renewal: 1
Covid Testing: 2

Next Meeting Date: February 9, 2023 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:12pm by Kurtenbach with a second by Jiroutek and passed by acclamation.

Elaine Honomichl Lewis, Secretary