

Rochester Public Library District Board of Trustees Meeting
3/09/23
6:00 p.m.

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

Trustees present:

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

Library Staff: Director Janet McAllister

Visitors: Nick Pier, Wendy Pier, Marty Fairchild, Bob Tepatti

Public Comment:

- I. Nick Pier proposed, as a scout project, replacing the Village/Library sign with a digital sign to be positioned to see from the road, and the ability to post information for the community to see.
 - A. The Scout board is currently reviewing his proposal.
 - B. He spoke to ACE Sign for an initial estimate for creating and installing sign; estimate is \$17,000.
 - C. Next steps: Nick Pier to research how to raise the needed money.

Approval of Library Board Meeting Minutes:

- A. The regular 2/09/23 minutes were reviewed.
- B. A motion was made by Kurtenbach with a second by Sichlau to approve the 02/09/23 minutes; approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and report reviewed for month ending 2/28/23; on track with budget and expenses.
- II. American Bank of Missouri reported that the check fraud against the library has been resolved and the money has been returned to the account.
- III. Signature card needs to be signed/updated at Bank and Trust; need to also update signature card at BOS. Honomichl Lewis to contact the bank to see what needs to occur and will report back.
- IV. Motion to approve treasurer's report and bills for month ending 2/28/23 by Ingold with a second by Kurtenbach and approved by Ingold, Fairchild, Sichlau, Honomichl Lewis, Deen, Kurtenbach, and Jiroutek.

Unfinished Business: None

Committee Reports:

- I. Personnel: Met on 2/28/23 with Director McAllister and personnel committee members Deen and Honomichl Lewis.
 - A. Proposed title change to one of the library's positions, Technical Services to Processing Specialist.
 1. This change reflects current responsibilities and current library practices within the library field.
 2. Three additional primary duties were added to the job description as well.
 - B. The board reviewed the revised job description and a motion by Kurtenbach with a second by Deen to change the job title from Technical Services to Processing Specialist and include the 3 additional primary duties; approved by acclamation.
 - C. IMRF Policy was reviewed during the personnel meeting and it was discussed how sick

days are handled when someone retires from the library. This update needs to be added to the personnel policy. The board reviewed these proposed changes and a motion by Sichlau with a second by Kurtenbach and passed with acclamation to include the change to the personnel policy.

D. For FY 23-24, the Holiday and Library Closures and Library Board Meeting Schedule were reviewed. For the Holiday and Library Closures, it was discussed that the library close for a staff training day on Columbus Day. Also, the board meeting schedule for FY 23-24 was reviewed. A motion by Jiroutek with a second by Ingold to approve the FY 23-24 Holiday and Library Closures and Library Board Meetings and approved by acclamation.

- II. Finance: Did not meet. A meeting will be scheduled before the next board meeting to discuss the budgeting process.
- III. Joint Use: Waiting to confirm a date with the Village.
- IV. Building Committee did not meet. Postcards for the survey have been mailed.
- V. Strategic Plan Ad Hoc Committee will meet once the survey results are finalized.

New Business:

- A. Annual Financial report reviewed. A motion to approve the annual financial report by Deen and with a second by Sichlau and approved by Fairchild, Sichlau, Ingold, Honomichl Lewis, Deen, Kurtenbach and Jiroutek.
- B. Board By-Laws update –it is recommended that virtual meetings be added to the Board By-Laws; this would enable board members to participate in board meetings virtually when needed. A motion by Kurtenbach and Jiroutek to add virtual meetings to the Board By-Laws and passed with acclamation.
- C. AED Lease—an option to lease an AED to replace the current 15 year-old AED. The lease will include monthly service, replace pads and and battery annually and includes both the adult and youth AED. A motion by Sichlau with a second by Honomichl Lewis for an AED Lease up to \$150.00 per month and approved by Kurtenbach, Jiroutek, Deen, Honomichl Lewis, Ingold, Sichlau and Fairchild.

Communications: Donations given by Friends of the Rochester Public Library and memorials and appreciated. The National Library of Medicine’s Life and Limb traveling exhibit will be on display in the library.

Director’s Report:

- I. Audit should be finalized soon.
- II. Authorized agent letter for IRMF received.
- III. Sublimation printing will be arriving soon.
- IV. Decennial Committees on Local Government Efficiency Act Committee needs to be formed by June 9th.
- V. The library staff will be creating a culture statement.
- VI. Statement of Economic Interest was filed; all trustees are required to file by May 1.
- VII. 165 newsletters were delivered to 17 local businesses.
- VIII. Several grants have been submitted.
- IX. Prep has started for the Farmer’s Market. A program, Power of Produce, will be created for children attending the market.

- X. Good attendance at Toddler Time (25); Storytime (96), Baby Lapsit (14), Homeschool (18); Outreach to Beginning Steps (51) Silver Leaf (51), Boys and Girls Club (20) ; Springfield Urban League (112)
- XI. Safe Drive Class and Genealogy 101 Classes were held; Day and Evening Book Club met. Cabin Fever ended. Upcoming classes include Yoga, Beginner Waltz, Writer's group for poetry.

Closed Session:

Meeting became closed under the Open Meetings Act at 7:14 p.m. (exception 2 (c)(1) with a motion by Deen and a second by Honomichl Lewis and approved by acclamation.

Open Meeting Resumed: A motion by Deen with a second by Honomichl Lewis to move from a closed to open meeting at 7:28 and approved by acclamation. Open meeting resumed at 7:28 p.m.

Monthly Library Stats

Check Outs: 4718
Door Count: 2357
Card Holders: 6551
New Patrons: 13
Computer Use: 145
Adult attendance: 55
Kids attendance: 513
Teen attendance: 23
Homebound: 3
Book a librarian: 2
Book Box Subscriptions: 4
Materials added: 133
Withdrawn: 26
Repairs: 21
Notary: 3
Narcas: 8
Wish List: 9
License renewal: 7
Cricut: 1

Next Meeting Date: April 13, 2023 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:42 pm by Ingold with a second by Sichlau and passed by acclamation.

Elaine Honomichl Lewis, Secretary