

Rochester Public Library District Board of Trustees Meeting
6/08/23
6:00 p.m.

Meeting called to order: 6:01 p.m. by President Sarah Deen

Trustees present:

President Sarah Deen, Treasurer Diana Fairchild, Vice President Jessica Ingold, Trustee Erich Schroeder, Secretary Elaine Honomichl Lewis

Trustee absent: Trustee Kimberly Kurtenbach

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild

Public Comment: None

New Business:

- A. New Trustee Oath of Office: Schroeder, Deen, Fairchild; Bob Tepatti to take Oath of Office at July meeting.
- B. Trustee Vacancy Appointment: Board reviewed Honomichl Lewis' application and qualifications. A move by Deen with a second by Ingold to appoint Honomichl Lewis to the vacant trustee position and approved by Schroeder, Deen, Ingold, Fairchild. Honomichl Lewis took the Trustee Oath of Office.
- C. Election of Office: Deen made a motion to nominate Honomichl Lewis for Secretary and Ingold for Vice President with a second by Fairchild and approved with acclamation.
- D. Committee Appointments--will be tabled until the July meeting when all trustees present.
- E. New business agenda items: Ad hoc Committee Financial Communications; Recruiting Members for Vote Yes committee tabled until July meeting

Approval of Library Board Meeting Minutes:

- A. The regular 5/11/23 minutes were reviewed.
- B. A motion was made by Deen with a second by Fairchild to approve the 05/11/23 minutes approved by acclamation.
- C. Closed minute review 5/11/23; a motion to approve the 5/11/23 closed minutes by Deen with a second by Ingold and approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and treasurer's report reviewed for the month ending 5/31/23; the Illinois Funds will be listed in July on track with budget and expenses.
- II. Motion to approve treasurer's report and bills for month ending 5/31/23 by Deen with a second by Ingold and approved by Fairchild, Honomichl Lewis, Deen, Schroeder and Ingold.

Unfinished Business: None

Committee Reports:

- I. Personnel: Met on 5/16/23. The Library Director's goals were created for FY 2023-2024.
 - A. FY 2023-2024 goals were reviewed by the board; a motion by Ingold with a second by Deen and passed by acclamation.
 - B. The Library Director's job description was revised. This new job description was reviewed by the board; a motion by Deen with a second by Fairchild to approve the Library Director's new job description and passed by acclamation.
- II. Finance: Met 6/1/23; FY 2023-2024 working budget reviewed- a motion by Deen with a second by Ingold to approve the working budget for FY 2023-2024 and approved by Fairchild, Ingold, Honomichl Lewis, Deen and Schroeder.
- III. Joint Use: Did not meet. Waiting to hear back from the Village regarding proposed dates and

times.

- IV. Building Committee: Did not meet.
- V. Strategic Plan Committee: Did not meet.

Communications:

Rochester Library received the per capita grant from the Secretary of State. The Lions Club is a sponsor of the Summer Reading Program.

Director's Report:

- I. Working on several grants
- II. Good attendance for programs : Toddler Time (60); Storytime (118); Baby Lapsit (19) Homeschool (14); Day and Evening Book Clubs (10); Mosaic Pot event and VHS-DVD Conversion class (9); 10 craft kits given out
- III. Outreach to Beginning Steps (30); Silver Leaf (61); Boys and Girls Club (25); Springfield Urban League (45); Carriage Crossings and homebound deliveries
- IV. Weeding and cleaning up the garden.

Monthly Library Stats

Check Outs: 5143

Narcas: 9

Materials added: 100

Homebound: 3

Kids attendance: 372

Book a librarian: 9

Withdrawn: 296

Wish List: 1

Cricut: 1

Door Count: 2642

Notary: 1

Book Box Subscriptions: 10

Teen attendance: 44

Adult attendance: 51

Computer Use: 250

Card Holders: 6597

New Patrons: 12

Repairs: 46

License renewal: 11

Sublimation: 7

DVD Conversion: 2

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

Adjournment: With no additional items to discuss, a motion for adjournment at 7:10 p.m. by Deen with a second by Ingold and passed by acclamation.

Elaine Honomichl Lewis, Secretary