

Rochester Public Library District Board of Trustees Meeting
7/13/23
6:00 p.m.

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

Trustees present:

President Sarah Deen (remote), Treasurer Diana Fairchild, Vice President Jessica Ingold, Trustee Kimberly Kurtenbach, Trustee Erich Schroeder, Trustee Elect Bob Tepatii (will be sworn in at meeting tonight), Secretary Elaine Honomichl Lewis

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. The regular 6/8/23 minutes were reviewed.
- B. A motion was made by Deen with a second by Fairchild to approve the 6/8/23 minutes approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and treasurer's report reviewed for the month ending 6/30/23; the Snap funds to be reflected under contingencies
- II. Budget ordinances to be reviewed next month; finance to meet next Thursday. Illinois
- III. Motion to approve treasurer's report and bills for month ending 6/30/23 by Honomichl Lewis with a second by Kurtenbach and approved by Ingold, Fairchild, Honomichl Lewis, Deen, Schroeder.

Unfinished Business: None

Committee Reports:

- I. Personnel: Did not meet.
- II. Finance: Will meet on Thursday, 7/20/23
- III. Joint Use: Did not meet. The Village and Library board to meet On 7/17/23 @ 7 pm
- IV. Building Committee: Did not meet. Creative Entourage to provide a summary of findings and help us with next steps.
- V. Strategic Plan Committee: Did not meet.

New Business:

- A. New Trustee Oath of Office: Trustee-elect , Bob Tepatti takes Oath of Office;
- B. Ad hoc Committee-Financial Communications--it was discussed and agreed this committee is needed. A motion by Deen with a second by Kurtenbach and passed with acclamation.
- C. Ad hoc Committee--Recruiting Members for Vote Yes Committee; it was discussed and agreed this committee is needed. A motion by Deen and a second by Tepatti and passed with acclamation.
- D. Committee appointments:
 1. Personnel--Deen and Honomichl Lewis
 2. Finance--Fairchild, Deen and Kurtenbach
 3. Joint Use--Deen and Fairchild
 4. Building--Kurtenbach, Tepatti, Schroeder
 5. Strategic Planning--Ingold, Schroeder
 6. Communications--Honomichl Lewis, Schroeder, Tepatti

7. Membership Recruiting-Ingold, Fairchild, Honomichl Lewis

E. FOIA Policy—updated and discussed; a motion to approve updated FOIA policy by Ingold with a second by Schroeder and passed with acclamation.

F. Personnel Policy is updated and discussed; a motion to approve updated Personnel policy by Tepatti with a second by Fairchild and passed with acclamation.

G. Cricut Policy; Cricut is now in public space; policy discussed and a motion to approve by Schroeder with a second by Ingold and passed with acclamation.

H. Communication—email, text and calls discussed and parameters for these.

Other Business-None

Communications

- I. Illinois Heartland Online Inservice to occur
- II. Staff in-house training to occur 8/4/23; library closed that day

Director's Report:

- I. Working on several grants
- II. PLA Digital Literacy Grant awards announced July 14, \$6000 received
- III. Per Capita Grant check received -\$11,121.50
- IV. Donation by Lorachlle of Steam kits/books/card boxes for Story Reading Program is appreciated
- V. Good attendance at programs—story time (80), Toddler Time (59), Baby Lapsit (37) Read to Cole (18) Teens (48) Summer Reading Performers (563), Movies (184), Outreach (22), Children summer reading participants (268), Teens (26)—total: 294; 127 Book Boxes for FY 2022-2023; Adult programs/Attendance (379); Farmers Market (325); Blood Drive (16) Rules of Road (6) Salsa/EBC (8) Pen Pal (2) Take Home Craft(10) Adult Summer Reading participants (82) Summer Rec participants (206)
- VI. LTC Grant Community Conversation to occur 8/3/23 6-8 pm

Monthly Library Stats

<i>Check Outs: 6118</i>	<i>Notary: 4</i>
<i>Narcan: 7</i>	<i>Book Box Subscriptions: 10</i>
<i>Materials added: 110</i>	<i>Teen attendance: 44</i>
<i>Homebound: 3</i>	<i>Adult attendance: 51</i>
<i>Kids attendance: 372</i>	<i>Computer Use: 250</i>
<i>Book a librarian: 9</i>	<i>Card Holders: 6118</i>
<i>Withdrawn: 16</i>	<i>DVD Conversion: 2</i>
<i>Wish List: 1</i>	<i>Repairs: 41</i>
<i>Cricut: 1</i>	<i>License renewal: 7</i>
<i>Door Count: 3586</i>	<i>Sublimation: 7</i>

Closed Session: None

Next Meeting Date: Aug. 10, 2023 @ 6:00 p.m.

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

Elaine Honomichl Lewis, Secretary