

Rochester Public Library District Board of Trustees Meeting
8/10/23
6:00 p.m.

Meeting called to order: 6:00 p.m. by Vice President Jessica Ingold

Trustees present:

Treasurer Diana Fairchild, Vice President Jessica Ingold, Trustee Kimberly Kurtenbach, Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis

Trustee absent: President Sarah Deen

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. The regular 7/13/23 minutes were reviewed.
- B. A motion was made by Tepatti with a second by Fairchild to approve the 7/13/23 minutes approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and treasurer's report reviewed for the month ending 7/31/23; 1st month in FY 2023-2024 Fiscal Year—on track.
- II. Motion to approve treasurer's report and bills for month ending 7/31/23 by Fairchild with a second by Tepatti and approved by Ingold, Fairchild, Honomichl Lewis, Tepatti, Schroeder.

Unfinished Business: None

Committee Reports:

- I. Personnel: Did not meet.
- II. Finance: Met with Library attorney 7/20/23.
- III. Joint Use: The Village and Library boards met 7/17/23 and the following was discussed:
 - A. Eagle Scout Project: : Eagle Scout Nicholas Pier and his dad, Brett Pier from Troop 58 presented a proposed sign project.
 1. Nicholas Pier presented 3 options;
 2. Village is also working with Ace Signs; it was suggested to review the Village signage and match design; a 4th option was suggested matching the look of Village signage.
 3. Nicholas will go back to Ace and incorporate suggestions and to send a new design.
 4. Fundraising has begun. A library grant of \$17,000 was applied for and waiting to hear back; the Lyons Club will contribute up to \$12,000. The Library can contribute \$10,000 and the Village stated it will need to look at the budget and will see what it can contribute.
 5. All in attendance recommended the sign project should proceed.
 6. Nicholas' timeframe to complete the project is 1 ½ years .
 7. Next steps: Final designs and costs to be submitted to Village President and Library Board President to review and share with their respective boards.
 - B. Storywalk MOU located at the arboretum at the park
 1. The storywalk was done as a scout project and paid for by a grant from the Illinois State Library

2. Concern regarding maintenance; it was discussed the storywalk is updated quarterly and checked.
3. Suggestion to laminate story elements to prevent moisture; was confirmed this is being done.
4. Next steps: The Library Board has signed off on the MOU and needs the Village Board to review and approve.

C. Joint Use Agreement:

1. The original Joint Use Agreement document was reviewed by both boards. The Library submitted edits and suggested amendments.
2. Next steps: Village Board to review submitted edits and suggested amendments. The goal is to have all comments/reviews completed by October Joint Use meeting.

D. Joint Use Committee has not met in over a year.

1. It was discussed that there is a need for the committee to meet on a quarterly basis in order to make appropriate recommendations that impact both the Village and Library. The committee can also meet as needed and a recommendation was made that the two boards meet on an annual basis.
2. There is a need to set the next date and keep it as an open meeting (under the Open Meetings Act). It was discussed that the meeting stay open with designated board members as well as Village President and Library Board President in attendance. Library Board President Deen suggested that the Village President and Library Board President appropriately handle any issues at future meetings with designated board members.
3. Next steps: Village and Library Board Presidents to confirm an October meeting date and designated board members.

E. New Defibrillator was purchased by the Rochester Public Library and will be installed in the hallway between the Village and Library

F. Sidewalk discussion: There is a need to address George Oliver's Eagle Scout project for a proposed sidewalk/path at the next Joint Use meeting.

IV. Building Committee: Creative Entourage provided a summary of survey

- A. Library is positively viewed and is an asset to the community
- B. Majority is supportive of a referendum.
- C. Need to work on a goal/direction of referendum at the next board meeting.
- D. Work on a campaign strategy with Rob Wright

V. Strategic Plan Committee: To meet-September 14 @ 6:00

VI. Finance Communication Ad Hoc Committee: To meet-Aug. 24@ 10:00

VII. Membership Recruiting Ad Hoc Committee:To meet- September 14 @ 5:30

New Business:

- A. Tentative B and A Ordinance-was reviewed. A motion to approve the B and A Ordinance by Schroeder with a second by Tepatti and approved by Ingold, Fairchild, Honomichl Lewis, Tepatti, Schroeder, and Kurtenbach.
- B. IPLAR results were reviewed and will be submitted electronically on 8/12/23.
 1. Every year, the board reviews/discusses/votes if Rochester Library Meeting Minutes are kept accurately throughout the year.

2. A motion by Ingold with a second by Kurtenchbach that the Rochester Library Minutes have been kept accurately throughout this past year and approved by acclamation.
- C. Whistleblower Protection Policy–this policy was reviewed and a motion to approve the whistleblower protection policy by Kurtenbach with a second by Ingold and approved by acclamation.
 - D. Pest Policy–a pest policy was reviewed; McAllister to have the library attorney review and will be on the agenda for the September meeting

Other Business-None

Communications

- I. New AED has been installed in the hallway between the Village and the Rochester Library

Director’s Report:

- I. Working on several grants
- II. 2023 ILA Annual conference to be at BO Center in Springfield 10/24-10/25
- III. Decennial Committee Report completed and is on website
- IV. Library Staff Training–Aug. 4
- V. Summer Recreation–27 programs with 234 participants
- VI. Good attendance at programs–story time (42), Toddler Time (58), Baby Lapsit (51) Read to Cole (10), Teens (51) , Movies (127), Outreach (5), Thurs. Performers (161 & 418); Day and Evening Book Club (12); Adult Summer Reading (83)
- VII. Take and Make Bags to go from monthly to quarterly to offer higher quality activity

Monthly Library Stats

<i>Check Outs: 6310</i>	<i>Notary: 2</i>
<i>Narcans: 9</i>	<i>Book Box Subscriptions: 10</i>
<i>Materials added: 105</i>	<i>Teen attendance: 30</i>
<i>Homebound: 3</i>	<i>Adult attendance: 379</i>
<i>Kids attendance: 971</i>	<i>Computer Use: 229</i>
<i>Book a librarian: 3</i>	<i>Card Holders: 5994</i>
<i>Withdrawn: 36</i>	<i>DVD Conversion: 1</i>
<i>Wish List: 5</i>	<i>Repairs: 50</i>
<i>Cricut: 1</i>	<i>License renewal: 17</i>
<i>Door Count: 3677</i>	<i>Sublimation: 12</i>

Closed Session: None

Next Meeting Date: The board discussed the need to move the next board meeting from September 14 to Sept. 21, 2023 @ 6:00 p.m. due to the need to post B and A ordinance and have a special meeting at the beginning of the monthly meeting to discuss and approve.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:50 p.m. with the next board meeting occurring on Sept. 21, 2023@ 6:00 p.m. by Honomichl Lewis with a second by Fairchild and passed by acclamation.

Elaine Honomichl Lewis, Secretary