

Rochester Public Library District Board of Trustees Meeting
5/11/23
6:00 p.m.

Meeting called to order: 6:04 p.m. by President Sarah Deen

Trustees present:

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

Trustee absent: Trustee Krista Jiroutek, Trustee Jessica Ingold

Library Staff: Director Janet McAllister

Visitors: Bob Tepatti, Erich Schroeder, Marty Fairchild, Alex Martin from Pehlman and Dold

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. The regular 4/13/23 minutes were reviewed.
- B. A motion was made by Kurtenbach with a second by Fairchild to approve the 04/13/23 minutes approved by acclamation.
- C. Closed minute review tabled until closed session. A closed minute review was conducted by Honomichl Lewis and Fairchild on 4/25/23 and to be discussed during the closed session.

Treasurer's Report/Approval of Bills:

- I. Audit has been completed by Pehlman and Dold. Alex Martin from Pehlman and Dold reported results from the audit conducted; it was a clean audit. A motion to accept audit findings by Deen with a second by Fairchild and approved by Fairchild, Honomichl Lewis, Deen and Kurtenbach.
- II. Bills and treasurer's report were reviewed for the month ending 4/30/23; on track with budget and expenses.
- III. The Library has a money market account at Bank of Springfield. \$108,131.62 in the account are reserved for building and equipment funds. A motion by Deen with a second by Diana to wire the money to the Illinois Funds Account by Bank of Springfield and approved by Kurtenbach, Deen, Honomichl Lewis and Fairchild.
- IV. Motion to approve treasurer's report and bills for month ending 4/30/23 by Deen with a second by Kurtenbach and approved by Fairchild, Honomichl Lewis, Deen, Kurtenbach.

Unfinished Business: None

Committee Reports:

- I. Personnel: Met on 5/4/23. Employee health insurance is increasing 8% and will need to be covered by the existing operating budget.
 - A. The committee recommended discussing the issue with the board. The recommendation starting July 1, is to close the library one hour earlier (from 8 pm to 7 pm, Monday-Thursday) to make up for the budget shortfall of \$5,644.18.
 - B. The board discussed and agreed this would be the best solution for the budget shortfall. 7 pm to 8pm is the least populated time at the library.
 - C. A motion by Deen with a second by Fairchild starting July 1, 2023 the library will close at 7 pm Monday-Thursday to make up a shortfall in the budget for employee health insurance and approved by Fairchild, Honomichl Lewis, Deen and Kurtenbach.
 - D. The personnel committee will meet on May 16 to discuss Director McAllister's goals for the 2023-2024 fiscal year.
- II. Finance: Will meet in two weeks to continue review of the preliminary budget for 2023-2024.
- III. Joint Use: Waiting to hear from the Village when the meeting will be scheduled. It has been over a year since the Joint Use Committee has met.
- IV. Building Committee did not meet. Creative Entourage is providing a summary of the survey

for the next board meeting.

- V. Strategic Plan Ad Hoc Committee will meet once the survey results are finalized.

New Business:

- A. Trustee Jim Sichlau has resigned from the Library Board; a motion to accept his resignation by Deen with a second by Kurtenbach and approved by acclamation.
- B. The trustee vacancy will be posted in the Rochester Times. A motion by Deen with a second by Kurtenbach to start the trustee appointment process and approved by acclamation.
- C. Communication with the public regarding the Rochester Public Library budget.
 - 1. The Library's operating budget has not been increased since 1995 (28 years).
 - 2. Programs, services and hours are at risk of being cut if there is not an increase in the current operating budget.
 - 3. Communication regarding what is at risk of being cut will continue, as well as the need for a community-supported referendum to increase the operating budget. It was discussed that a communication plan be created and best ways to reach the community.
- D. The Decennial Committee's first meeting is 5/18/23 and will meet two additional times this summer.
- E. Non-resident fee policy was reviewed and a motion by Kurtenbach with a second by Honomichl Lewis to approve the policy and approved by acclamation.
- F. Credit card transaction policy was reviewed with a motion to approve by Deen with a second by Kurtenbach and approved by acclamation.
- G. Corporate credit card account policy was reviewed with a motion to approve by Kurtenbach with a second by Honomichl Lewis and approved by Deen, Kurtenbach, Honomichl Lewis and Fairchild.

Communications: The election paperwork was received.

Director's Report:

- I. Van license plate renewal sticker received
- II. Treasurer Bond insurance paperwork completed and submitted to insurance
- III. Rob-See-Co's Grant applied for; winners announced 9/28
- IV. ILA Library Trustee Forum Spring Workshops 3/4, 4/1, 5/13
- V. The ALA grant of \$20,000 awarded; will be working with school district and Carriage Crossing
- VI. Toddler Time (67), Storytime (90), Baby Lapsit (23), Homeschool (14)
- VII. Family Programs Earth Day (9); RIS Carnival (200)
- VIII. Day Book Club (10); Evening (6)
- IX. Tax Aide had total of 247 appointments; ended 4/14
- X. Life and Limb display at library until May 22
- XI. Craft kits made and distributed; National Library Week also made mini-library kits for an activity.

Monthly Library Stats

Check Outs: 4846

Narcas: 6

Materials added: 133

Homebound: 3

Kids attendance: 638

Book a librarian: 12

Withdrawn: 26

Wish List: 1

Cricut: 1

Door Count: 2657

Notary: 1

Book Box Subscriptions: 19

Teen attendance: 17

Adult attendance: 80

Computer Use: 201

Card Holders: 6551

New Patrons: 15

Repairs: 20

License renewal: 15

Sublimation: 6

DVD Conversion: 3

Closed Session:

Meeting became closed under the Open Meetings Act at 7:23 p.m. (exception (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 7:36 and approved by acclamation. Open meeting resumed at 7:36 p.m.

A motion to move 2/9/23 from closed to open minutes; 3/9/23 minutes to remain closed and 8/14/91 minutes to move from closed to open by Deen with a second by Honomichl Lewis and approved by acclamation.

Recordings from 18 months or longer as listed in the closed session to be destroyed under the (5 ILCS120/) Opening Meetings Act per the approval of the board. A motion by Kurtenbach with a second by Deen to destroy the recordings as listed and approved by acclamation.

Next Meeting Date: June 8, 2023 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:41 p.m. by Deen with a second by Fairchild and passed by acclamation.

Elaine Honomichl Lewis, Secretary