

**Rochester Public Library District Board of Trustees Meeting**  
**2/09/23**  
**6:00 p.m.**

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

**Trustees present:**

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

**Trustees absent:** Trustee Jessica Ingold

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild, Bob Tepatti

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 1/12/23 minutes were reviewed.
- B. A motion was made by Deen with a second by Kurtenbach to approve the 1/12/23 minutes; approved by acclamation.

**Treasurer's Report/Approval of Bills:**

- I. Bills and report reviewed for month ending 1/31/23; on track with budget and expenses.
- II. For TIF, grants will be moved to TIF ordinance.
- III. Health insurance Jan. bill not received end of Jan.; will be paid in Feb.
- IV. IRMF will be reflected in the March budget.
- V. Motion to approve treasurer's report and bills for month ending 1/31/23 by Jiroutek with a second by Fairchild and approved by Fairchild, Sichlau, Honomichl Lewis, Deen, Kurtenbach, and Jiroutek.

**Unfinished Business:**

- I. Village ok'd Scouts working on a new sign for library and village
- II. Which option still needs to be confirmed.

**New Business:**

- A. Annual Finance report—will table until March.
- B. Resolution—IMRF—needs to be added to job description of director who will serve as agent for the Rochester Public library; a motion by Deen with a second by Fairchild and to approve Resolution No. 2023-1 Resolution Appointing Authorized IMRF agent for the Rochester Public Library District—approved by acclamation.

**Committee Reports:**

- I. Personnel: Did not meet. Personnel Committee is Deen and Honomichl Lewis
- II. Finance: Did not meet. Finance committee members are Fairchild, Sichlau, Kurtenbach
- III. Joint Use: Waiting to confirm a date with the Village. Committee members are Deen and Fairchild.
- IV. Building Committee members are Honomihl Lewis, Kurtenbach and Ingold
  - A. Survey to send to Rochester voters completed—final edits to be made; post card with edits to be mailed.
  - B. A notice to be placed in the quarterly newsletter as well.
- V. Strategic Plan Ad Hoc Committee members are Ingold and Deen; will meet once the survey results are finalized.

**Other Business:**

New AED is needed; option is to lease at \$108 per month; currently researching lease and other options.

**Communications:** Author night on Tuesday; 1099s /W2s sent to audit firm.

**Director's Report:**

- I. Audit should be finalized soon.
- II. Craft kits are well received by patrons.
- III. Summer Reading program performers have been scheduled.
- IV. Tax Aide Clinic is well attended.
- V. Jacob completed online tax aide training.

**Closed Session:**

Meeting became closed under the Open Meetings Act at 7:02 p.m. (exception (c)(1) with a motion by Deen and a second by Jiroutek 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 7:40 and approved by acclamation. Open meeting resumed at 7:40 p.m.

**Next Meeting Date:** March 9, 2023 @ 6:00 p.m.

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

*Monthly Library Stats*

*Check Outs: 5341*

*Door Count: 2304*

*Card Holders: 6542*

*New Patrons: 12*

*Computer Use: 204*

*Adult attendance: 30*

*Kids attendance: 375*

*Teen attendance: 25*

*Homebound: 2*

*Book a librarian: 2*

*Book Box Subscriptions: 35*

*Materials added: 97*

*Withdrawn: 281*

*Repairs: 32*

*Notary: 6*

*Narcan: 6*

*Wish List: 4*

*License renewal: 1*

*Cricut: 1*

**Next Meeting Date:** March 9, 2023 @ 6:00 p.m.

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

Elaine Honomichl Lewis, Secretary