

Rochester Public Library District Board of Trustees Meeting
10/12/23
6:00 p.m.

Meeting called to order: 6:01 p.m. by Vice President Jessica Ingold

Trustees present:

President Sarah Deen (on Zoom), Treasurer Diana Fairchild, Vice President Jessica Ingold, Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis, Trustee Kimberly Kurtenbach

Library Staff: Director Janet McAllister

Visitors: Nick Pier, Brett Pier

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. The regular 9/21/23 minutes were reviewed.
- B. A motion was made by Tepatti with a second by Ingold to approve the 9/21/23 minutes and approved by Fairchild, Schroeder, Ingold, Tepatti, Honomichl Lewis, Deen and Kurtenbach.

Treasurer's Report/Approval of Bills:

- I. Bills and treasurer's report was reviewed for the month ending 9/30/23; FY 2023-2024 Fiscal Year is on track.
- II. Motion to approve treasurer's report and bills for month ending 9/30/23 by Kurtenbach with a second by Honomichl Lewis and approved by Deen, Ingold, Fairchild, Honomichl Lewis, Tepatti, Kurtenbach, and Schroeder.

Unfinished Business: None

Committee Reports:

- I. Personnel: Did not meet.
- II. Finance: Did not meet.
- III. Joint Use: Met on 10/2:
 - A. Village wants the library to manage the new electronic sign. A draft of the sign policy is being reviewed.
 - B. Nick Pier, the Eagle Scout working on the sign project, reports contributions of \$21,000 (\$10,000 Village, \$10,000 library; \$1,000 Friends of Library).
 1. Sign project will cost \$30,495.39; an additional \$9,495.39 is needed.
 2. Nick will be presenting to Lyons Club with ACE Sign on 10/17. He also plans to approach other organizations in the community to ask for additional funds.
 3. The board discussed the possibility of approving additional funds up to \$5,000 if needed. A motion to approve up to \$5,000, for the sign project, if needed, by Kurtenbach with a second by Tepatti and approved by Deen, Ingold, Fairchild, Honomichl Lewis, Tepatti, Kurtenbach, and Schroeder. Additional discussion of the old bike rack to be taken down; looking into a replacement.
 4. The community rental agreement now includes the kitchen in the rental agreement. A motion to approve the revised community room rental agreement by Tepatti with a second by Schroeder and approved by Deen, Ingold, Fairchild, Honomichl Lewis, Tepatti, Kurtenbach, and Schroeder.
 5. When there will be larger crowds at the library, the library will notify the police. Also, the Women's Club would like to hang artwork in the community room; a space will be dedicated on one wall for

projection.

- IV. Building Committee: Did not meet.
- V. Finance Communication Ad Hoc Committee: Next meeting will be via Zoom on 10/27 with EveryLibrary.
- VI. Membership Recruiting Ad Hoc Committee: Did not meet.
- VII. Strategic Plan Ad Hoc Committee: Next meeting will be in Nov.

New Business:

- I. Levy Ordinance Approval–Levy Ordinance 2024-3 was reviewed. A motion to approve Levy Ordinance 2024-3 by Deen with a second by Tepatti and approved by Deen, Ingold, Fairchild, Honomichl Lewis, Tepatti, Kurtenbach, and Schroeder.
- II. Farmers Market–have until March to decide if it will occur next season. The market had its best season this past year.
 - A. It will require an additional \$2,011.60 for 2 library staff members to continue to run the market.
 - B. Due to the library’s operational budget not being increased in over 20 years, continued cuts need to occur. An option is to have a sponsor(s) to provide funds needed to continue to run the market.

Other Business-None

Communications

- I. TikTok videos about the library are being received well; the plan is to consistently place updates when most watched. Library staff will be tracking data to determine best times/days to do so.
- II. Various news articles and thank you notes from patrons shared.

Director’s Report:

- I. 2023 ILA conference is in Springfield this year 10/24-26; Rochester Library staff will be presenting a poster session.
- II. The Fall Festival has 23 vendors scheduled and library staff has everything organized and ready to implement.
- III. NFL night was a success at the library. Rochester Rockets Coach Lenoard, RHS Football Moms and the RHS football team were well received by library patrons. The team played activities with patrons, threw some passes and also read them their favorite stories.
- IV. Good attendance at outreach Elementary EC1 program (84) and Beginning Steps (33).
- V. Tales and Travel program at Carriage Crossing in Oct; 14 attendees at the swing dance and pizza party at the library.
- VI. Passport Saturday was successful. 61 total passports were processed by the Circuit Clerk’s office.

Monthly Library Stats

<i>Check Outs: 4867</i>	<i>Notary: 5</i>
<i>Narcans: 6</i>	<i>Materials added: 107</i>
<i>Teen attendance: 35</i>	<i>Repairs: 24</i>
<i>Homebound: 3</i>	<i>Adult attendance: 506</i>
<i>Book a librarian: 2</i>	<i>Kids attendance 269</i>
<i>Card Holders: 5971</i>	<i>Live Chat:3</i>
<i>Withdrawn: 7</i>	<i>DVD Conversion: 1</i>
<i>Cricut: 1</i>	<i>License renewal: 8</i>
<i>Door Count: 2452</i>	<i>Sublimation: 10</i>
<i>New Patrons: 22</i>	<i>Computer Use: 278</i>
<i>Notary: 5</i>	

Closed Session: None

Next Meeting Date: November 9, 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