

**Rochester Public Library District**

**9/21/23**

**6:00 p.m.**

**Public Hearing for Combined Annual Budget and Appropriation Ordinance**

**Meeting called to order:** 6:00 by President Sarah Dean

**Trustees present:**

President Sarah Deen, Treasurer Diana Fairchild, Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis

**Trustee absent:** Trustee Kimberly Kurtenbach, Vice President Jessica Ingold

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**B&A Ordinance Adopted:** B&A Ordinance reviewed and approved. A motion to approve the B & A Ordinance by Fairchild with a second by Tepatti; approved by Deen, Fairchild, Schroeder, Tepatti, Honomichl Lewis (5 Ayes: 0 Nays; 2 Absent).

**Adjournment:** With no additional items to discuss a motion at 6:03 by Tepatti with a second by Fairchild and approved by acclamation.

**Rochester Public Library District Board of Trustees Meeting**

**9/21/23**

**6:05 p.m.**

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

**Trustees present:**

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

**Trustee absent:** Trustee Kimberly Kurtenbach

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 8/10/23 minutes were reviewed.
- B. A motion was made by Fairchild with a second by Schroeder to approve the 8/10/23 minutes approved by Fairchild, Schroeder, Ingold, Tepatti, Honomichl Lewis with Deen abstaining.

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

- I. Bills and treasurer's report reviewed for the month ending 8/31/23; FY 2023-2024 Fiscal Year—on track.
- II. Bank and Trust CD of \$44,912 was transferred to Illinois Funds @ 5.5% interest.
- III. Motion to approve treasurer's report and bills for month ending 8/31/23 by Ingold with a second by Tepatti and approved by Deen, Ingold, Fairchild, Honomichl Lewis, Tepatti, Schroeder.

**Unfinished Business:** None

**Committee Reports:**

- I. Personnel: Did not meet.
- II. Finance: Did not meet.
- III. Joint Use: Did not meet. Deen reached out to the village president to schedule the next meeting for October. Sign project –waiting for final designs and costs from the vendor. The Village Board approved \$10,000 towards the Scout sign project.
- IV. Building Committee: Did not meet.
- V. Finance Communication Ad Hoc Committee: Met on 8/24 and 9/11. Goals for the committee are to communicate: 1) what happens and impact to the community if the referendum is not passed; 2) what the library does well and how; 3) how the referendum works and benefits the community. The committee will work on a short-term communication plan and a longer-term plan; target audiences were identified as well and identification of how to currently communicate to these target audiences.
- VI. Membership Recruiting Ad Hoc Committee: Met on 9/14; goals of the committee: 1) identify who could serve on “Vote Yes” committee; 2) define scope and responsibilities of chair/co-chair 3) recruit, train, and support 4) define/create a process for “Vote Yes” committee.
- VII. Strategic Plan Ad Hoc Committee: Met on 9/14/23. The previous library strategic plan was reviewed; identified what has changed and what is still relevant. The committee discussed two possible approaches to the plan: 1) if referendum does not pass and impact on library operations and programming; 2) if referendum passes, changes to the strategic plan.

**New Business:**

- I. Lazerware Quote: Reviewed and discussed the need for a new firewall. A motion by Tepatti and a second by Schroeder for purchase of a new firewall out of the special reserve fund, not to exceed \$3,000 and approved by Fairchild, Tepatti, Schroeder, Honomichl Lewis, Deen and Ingold.
- II. Pest Policy: Attorney reviewed; discussed and a motion to approve the new pest policy by Honomichl Lewis and a second by Deen and approved by acclamation.
- III. Restricted Access Cabinet Policy: Policy reviewed; a motion to approve the Restricted Access Cabinet Policy by Schroeder with a second by Tepatti and approved by acclamation.

**Other Business-None**

**Communications**

- I. Final Farmers Market September 24 with thank you to Carole Strick who has led the market since the beginning and is retiring.
- II. Awarded Ameren Love Your Library Grant for \$2000.
- III. PLA AT&T Digital Literacy Grant -checked received for \$6000.
- IV. FOL Funding received a check of \$1524.36.
- V. TIF Grant Funds-final request for reimbursement of \$1,143.84-check received.
- VI. Cintas AED Rebate check received for \$150.

**Director's Report:**

- I. Rob See-Co's Grant awaiting response
- II. Oct. 24-26 ILA Conference in Springfield; Rochester Public Library to present during poster session.
- III. Craft box to be available in October and is funded by the Friends of the Rochester Public Library.
- IV. Day Book Club and Evening Book Club had 10 in attendance
- V. New Patron cards have been ordered.
- VI. Went to Carriage Crossings on the third Friday of month; two residents received cards and checked out books. Tales and Travel Program also occurred on 9/9 with 8 attendees.

- VII. Blood drive with 12 donors and 11 units of blood collected.
- VIII. Outreach with Rochester Elementary EC 1 has been arranged.

**Monthly Library Stats**

<i>Check Outs: 5513</i>	<i>Notary: 5</i>	<i>Live Chat:3</i>
<i>Narcan: 5</i>	<i>Book Box Subscriptions: 10</i>	<i>Repairs: 54</i>
<i>Materials added: 99</i>	<i>Teen attendance: 31</i>	
<i>Homebound: 3</i>	<i>Adult attendance: 421</i>	
<i>Book a librarian: 2</i>	<i>Card Holders: 5954</i>	
<i>Withdrawn: 22</i>	<i>DVD Conversion: 1</i>	
<i>Cricut: 1</i>	<i>License renewal: 17</i>	
<i>Door Count: 2678</i>	<i>Sublimation: 6</i>	
<i>New Patrons: 15</i>	<i>Computer Use: 278</i>	

**Closed Session:** None

**Next Meeting Date:** October 12, 2023 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:10 p.m. by Ingold with a second by Tepatti and passed by acclamation.

Elaine Honomichl Lewis, Secretary