

Rochester Public Library District Board of Trustees Meeting
1/11/24
6:00 p.m.

Meeting called to order: 6:05 p.m. by President Sarah Deen

Trustees present:

President Sarah Deen (attending virtually), 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 12/14/23 minutes were reviewed.
- B. A motion was made by Schroeder with a second by Tepatti to approve the 12/14/23 minutes and approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and treasurer's report was reviewed for the month ending 12/31/23; FY 2023-2024 Fiscal Year is on track.
- II. Motion to approve treasurer's report and bills for month ending 12/31/23 by Ingold with a second by Tepatti and approved by Deen, Ingold, Fairchild, Tepatti, and Schroeder, and Honomichl Lewis.

Unfinished Business: None

Committee Reports:

- I. Personnel: Will meet in a few weeks for Library Director's evaluation
- II. Finance: Will meet in March
- III. Joint Use:
 - A. The next meeting will be scheduled with the Village.
 - B. There is not enough power for the planned digital sign. The Village will be meeting with Carmen Electric to address.
- IV. Building Committee: Did not meet
- V. Finance Communication Ad Hoc Committee: Will meet on 1/25
- VI. Membership Recruiting Ad Hoc Committee: The board discussed how to structure the Vote Yes honorary chairs and others who can serve on the committee. Deen has drafted a campaign plan and will share. The Board and committee will continue to discuss at the next meeting.

New Business:

- A. Strategic Plan 2023-Reviewed and will be posted on the Library's website. The Strategic Plan shows the current and future financial challenges of the Rochester Public Library due to no operational budget increases since 1995. A motion to approve the Strategic Plan 2023 by Tepatti with a second by Honomichl Lewis and approved by acclamation.
- B. Collection Management Policy-Reviewed and ok as is.
- C. Challenges to Materials Policy-Reviewed and discussed; a motion to approve the Challenges to Materials Policy by Ingold with a second by Tepati and approved by acclamation.
- D. Per Capita Grant-Reviewed and discussed; a motion to approve the Per Capita Grant by Honomichl Lewis with a second by Schroeder; approved by Deen, Ingold, Fairchild, Tepatti, and Schroeder, and Honomichl Lewis.

Other Business-None

Communications: Donations were received for memorials and Hoopla and appreciated by staff and the board.

Director's Report:

- I. Adopted the ALA Library Bill of Rights Policy Statement
- II. Completed the final report for the AT & T PLA Digital Grant
- III. The virtual library tour has had 113 visits and 605 clicks since September.
- IV. There is a mileage rate increase to .67 per mile.
- V. Hoopla has a monthly spending cap at \$300 due to the Library's limited budget and is communicated to patrons when cap is reached.
- IV. Attendance at library programs-some numbers decreased due to holidays and illnesses of patrons: Toddler Time (18); Storytime (35); Movies (9); Holiday Santa (84) Teens & Teens Book Club (14); Winter Trivia (8); Volunteer (5); Outreach-SUL (80); Silver Leaf (45); Beginning Steps (36); Adults-Day Book Club (5); Tales and Travel (7); Cyber Security Basics (11) Wedding Prep Dance (10) Donations-Feline Ranch (2) ; Minnie O' Bierne (80); Coat Drive (300)

Monthly Library Stats

*Check Outs: 4547 Notary: 6
Narcan: 8 Materials added: 75
Teen attendance: 24 Repairs: 41
Homebound: 1 Adult attendance: 123
Book a librarian: 3 Kids attendance 231
Card Holders: 6181 Live Chat: 2
Withdrawn: 94 DVD Conversion: 1
Cricut: 26 License renewal: 14
Door Count: 2308 Sublimation: 11
New Patrons: 16 Computer Use: 176
Wish List: 1
Homebound: 1; Book Box: 25*

Closed Session:

Meeting became closed under the Open Meetings Act at 7:01 p.m. (exception (c)(1) with a motion by Tepatti and a second by Fairchild and approved by acclamation.

Open Meeting Resumed: A motion by Fairchild with a second by Honomichl Lewis to move from a closed to open meeting at 7:49 and approved by acclamation. Open meeting resumed at 7:49.

- I. A motion to move the following minutes from closed to open: 5/11/23, 8/6/92, 10/10/13, 12/11/14, 1/8/15 and the following to remain closed 7/9/92, 5/6/93, 11/06/08, 9/29/14 by Tepatti with a second by Fairchild and approved by acclamation.
- II. 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 Ingold with a second by Deen to destroy the recordings as listed and approved by acclamation.

Next Meeting Date: February 8, 2024 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:50 p.m. by Ingold with a second by Fairchild and passed by acclamation.

Elaine Honomichl Lewis, Secretary