

**Rochester Public Library District Board of Trustees Meeting**  
**2/8/24**  
**6:00 p.m.**

**Meeting called to order:** 6:00 p.m. by President Sarah Deen

**Trustees present:**

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

**Trustee absent:** Vice President Jessica Ingold

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 1/11/24 minutes were reviewed.
- B. A motion was made by Kurtenbach with a second by Tepatti to approve the 1/11/24 minutes and approved by acclamation.
- C. The 1/11/24 closed minutes were reviewed. A motion by Deen with a second by Fairchild to approve the 1/11/24 closed meeting minutes and approved by acclamation.

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

- I. Bills and treasurer's report was reviewed for the month ending 1/31/24; FY 2023-2024 Fiscal Year is on track.
- II. Motion to approve treasurer's report and bills for month ending 1/31/24 by Kurtenbach with a second by Tepatti and approved by Deen, Kurtenbach, Fairchild, Tepatti, and Schroeder, and Schroeder Honomichl Lewis.

**Unfinished Business:** None

**Committee Reports:**

- I. Personnel: Met on 1/31/24 for Library Director's mid-year evaluation
- II. Finance: Will meet in March
- III. Joint Use:
  - A Met 2/7/24
  - B. The sign is completed; electrician to connect power source and volunteers to do landscaping.
  - C. The Women's Society has requested to put up photos and artwork in the Community Room.
  - D. The digital sign policy has been completed. The board reviewed the policy. A motion was made by Tepatti and a second by Kurtenbach to approve the digital sign policy and approved by acclamation.
  - E. Insurance quote for the building will be received soon.
  - F. Roof to be checked by Sutton.
- IV. Building Committee: Will meet 2/27/24
- V. Finance Communication Ad Hoc Committee: Will meet 2/12/24
- VI. Membership Recruiting Ad Hoc Committee: Review document and next steps

**New Business:**

- A. Board Calendar—discussed and reviewed
- B. Vote Yes Campaign—discussed and reviewed
- C. Annual Illinet Traffic Survey—reviewed
- D. Annual Library Certification—reviewed
- E. FOIA/OMA Training—reviewed
- F. Diversity, Equity and Inclusion Statement—discussed and reviewed; motion to approve by Tepatti

with a second by Kurtenbach and approved by acclamation.

- G. Reference Policy—reviewed
- H. Severe Weather Policy—reviewed
- I. Building Access Policy—reviewed with a motion to approve by Kurtenbach and a second by Schroeder and approved by acclamation.
- J. Technology Device Policy—reviewed with a motion by Fairchild and a second by Kurtenbach and approved by acclamation.

**Other Business-None**

**Communications:** Donations were received for Summer Reading Program

**Director's Report:**

- I. County Economic Interest packets to be sent and filers to compete
- II. Illinet Traffic Survey is to be completed for annual certification by 3/31/24.
- III. W2's sent to employees
- IV. Levy and Truth in Taxation confirmation was signed and sent to the county.
- V. Summer Reading programs are in the process of being scheduled.
- VI. Worked with the Business Manager at Carriage Crossing to install and use the new computer.
- VII. April 18 will be the second part of the Community Conversations regarding the grant.
- VIII. Community coat drive is going well with 35 coats and additional hats, gloves, scarves and boots donated.
- IV. Attendance at library programs-16 programs for children with 231 children in attendance; Adult programs—Evening Book Club (5); Tales and Travel program, Libby Basics and Genealogy 101 (17); Teen programs (50)

**Monthly Library Stats**

*Check Outs: 5184 Notary: 4  
Narcas: 10 Materials added: 93  
Teen attendance: 50 Repairs: 39  
Adult attendance: 22  
Book a librarian: 1 Kids attendance 231  
Card Holders: 6189 Live Chat: 9  
Withdrawn: 16 DVD Conversion: 1  
Cricut: 26 License renewal: 5  
Door Count: 2504 Sublimation: 2  
New Patrons: 12 Computer Use: 215  
Wish List: 1 Craft Box: 12  
Homebound: 1; Book Box: 21*

**Next Meeting Date:** March 14, 2024 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:22 p.m. by Honomichl Lewis with a second by Kurtenbach and passed by acclamation.

Elaine Honomichl Lewis, Secretary