

**Rochester Public Library District Board of Trustees Meeting
July 9, 2020**

Meeting called to order: 6:00 PM by Vice President Jessica Ingold

Trustees present: Treasurer Sarah Deen, Secretary Elaine Honomichl Lewis, Vice President Jessica Ingold, Trustee Diana Fairchild, Trustee Kathryn Elder, and Trustee Jim Sichlau

Trustee absent: President Fred Roesse

Library Staff: Director Janet McAllister

Visitors Present: Bob Tepatti

Public Comment: Bob Tepatti wanted to explore the status of referendum during the meeting tonight.

Approval of Library Board Meeting Minutes:

The 6/11/20 regular meeting minutes were reviewed. A motion was made by Sichlau with a second by Fairchild to approve the 6/11/20 regular minutes and approved by acclamation.

Treasurer's Report/Approval of Bills:

The treasurer's report and bills were reviewed.

-The new fiscal year has begun (July-July).

-Due to COVID situation, the March e-books bill wasn't sent during March; it will come out of the new fiscal year budget. The village also had a few delayed bills and it will come out of the new fiscal year budget.

-Due to bank closure during COVID, there's a need to take out of special reserves and transfer to operational. Honomichl Lewis to contact Bank of Springfield to follow-up on paperwork.

-A motion to approve the treasurer's report and bills by Ingold with a second by Fairchild and approved by Ingold, Fairchild, Deen, Elder, Sichlau, Honomichl Lewis.

Unfinished Business: None

Committee Reports:

Personnel Committee: Did not meet.

Finance: Met in June and discussed the working budget.

Joint Use: Did not meet.

Building Committee: Did not meet.

New Business:

-Tentative B and A Ordinance was reviewed. The budget may change due to COVID impact and will be addressed at future board meetings.

-A motion to approve the Tentative Combined Annual Budget and Appropriation Ordinance of the Rochester Public Library District for the fiscal year beginning July 1, 2020 and ending June 30, 2021 by Honomichl Lewis with a second by Sichlau and approved by Elder, Ingold, Deen, Honomichl Lewis, Fairchild and Sichlau.

Other Business:

- A. Library Referendum- Bob Tepatti, President of Friends of the Rochester Library, said that the Friends organization would like to put together a survey to get feedback from the Rochester community regarding the proposed referendum. The board agreed that this would be a good idea. Tepatti will develop the survey with the Friends of the Rochester Library.
- B. Secretary audit; the board feels the minutes taken by the board secretary are accurate.
- C. Homebound delivery is currently suspended due to COVID concerns and safety of both patrons and library staff.
- D. Consideration/approach needed if staff traveling on vacation to COVID "hotspot" was discussed. Director McAllister to work on policy with the library attorney.

Director's Report:

- The director has been participating in several online webinars with other libraries.
- The summer reading program is occurring online for children, teens and adults.
- The Farmer's Market had 880 people during it's 5 markets/dates from May 31 until now.
- The Rochester Library has been awarded a grant from the National Endowment for Arts (NEA) to sponsor an NEA Big Read for Sangamon County in 2021.

Library Stats:

Checkouts: 4666
Door count: 3513
New Patrons: 7
Card Holders: 5244

Fiscal Year 2020 Stats:

1,767 items added to the library
209 donations added
29 items replaced from donations
23 Wish List purchases
40 Book Boxes
1,663 items withdrawn/deleted
224 repairs
130 discs cleaned (by circ staff)
125 call number changes/replacements

No Closed Session Required

Next Regular Meeting Date: Aug. 13, 2020 at 6:00 p.m.

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

Elaine Honomichl Lewis, Secretary