

**Rochester Public Library District Board of Trustees Meeting  
August 13, 2020**

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

**Trustees present:** Secretary Elaine Honomichl Lewis, Vice President Jessica Ingold, Trustee Diana Fairchild, Trustee Kathryn Elder

**Trustee absent:** President Fred Roese, Treasurer Sarah Deen, Trustee Jim Sichlau

**Library Staff:** Director Janet McAllister

**Visitors Present:** Marty Fairchild

**Approval of Library Board Meeting Minutes:**

The 7/9/20 regular meeting minutes were reviewed. A motion was made by Fairchild with a second by Ingold to approve the 7/9/20 regular minutes and approved by acclamation.

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

The treasurer's report and bills were reviewed.

-The WIFI budget line item will go under patron technology.

-Bank of Springfield--funds need to be transferred to cover architect expenses. McAllister to send information to Ingold and Deen; it will need to be completed by the end of the fiscal year.

-The first 10 minutes of the September meeting will be devoted to discussion/review of the new budget.

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

**Unfinished Business:** There will be no donations of books or a book sale at this time due to COVID.

**Committee Reports:**

*Personnel Committee:* Did not meet. The committee will be meeting with McAllister in Sept. to review her evaluation.

*Finance:* Did not meet.

*Joint Use:* Did not meet.

*Building Committee:* Did not meet.

**New Business:**

-IPLAR--address and phone confirmation occurred.

-COVID Vacation Travel Policy was reviewed; a motion to approve the COVID Vacation Travel Policy by Ingold with a second by Fairchild and approved by acclamation.

**Other Business:**

November 3, Election Day--need to determine if the Library will be open or closed. McAllister will consult with the library attorney and also see what other libraries are doing.

**Director's Report:**

-2 Ipads and 2 Apple pencils purchased for the teen area and will be for in-library use only.

-6 STEAM kits were added to the collection.

-The Farmers' Market had around 840 people during the 4 dates in the month of July.

-Seed packets are still available for checkout; 8 people checked out packets in July.

-Hot spots are available for checkout for families needing them for remote learning.

*Library Stats:*

Checkouts: 4737

Door count: 4356

New Patrons: 8

Card Holders: 5250

Materials added: 137

**No Closed Session Required**

**Next Regular Meeting Date:** September 10, 2020 at 6:00 p.m.

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

Elaine Honomichl Lewis, Secretary