

**Rochester Public Library District Board of Trustees Meeting**  
**November 12, 2020**  
**6:00 pm**

**Meeting called to order:** 6:07 PM by President Jessica Ingold

**Trustees present:** President Jessica Ingold, Trustee Diana Fairchild

Trustee Kathryn Elder; *Via Zoom:* Treasurer Sarah Deen, Vice President Jim Sichlau, Secretary Elaine Honomichl Lewis

**Library Staff:** Director Janet McAllister

**Visitors:** Krista Jiroutek, Kimberly Kirtenbach and Marty Fairchild

**Approval of Library Board Meeting Minutes:**

The 10/8/20 regular meeting minutes were reviewed. A motion was made by Deen with a second by Elder to approve the revised 10/8/20 regular minutes; approved by acclamation.

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

The treasurer's report and bills were reviewed. There's a possibility of a grant for COVID for small businesses (such as the library). Janet will follow up with Joe and Stacia at the Village.

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

**Unfinished Business: None**

**Committee Reports:**

*Personnel Committee:* Did not meet

*Finance:* Did not meet.

*Joint Use:* The same insurance will be used until bid next year; happy with the Fall Festival and ability to collaborate together. The Village is interested in a possible Spring Festival. The Community Room has its own WiFi Portal now. Parking lot repairs/maintenance may occur next fiscal year. The next meeting is Jan.12 at 3:00.

**New Business:**

- I. Library Open Board Position--two Candidates are interested; interviews to occur at next month's meeting
- II. Circulation Policy Review; discussed/reviewed
- III. Programming Policy discussed/reviewed
- IV. Staff holiday party will not occur because of COVID; a suggestion was made to give gift cards instead. A motion was by Sichlau with a second by Deen to provide Amazon gift cards for library staff and approved by Ingold, Elder, Deen, Honomichl Lewis, Sichlau, Fairchild.
- V. Closed Minute Review to be scheduled by Fairchild and Honomichl Lewis if the library open by the end of year.
- VI. Three Week Library Closure Nov.16-Dec.7 per Governor due to numbers going up; this will mean curbside service for patrons, book drop, continued online programs, limited services, and limited number of employees scheduled at the library.
- VII. Hoopla is now active and available for patrons; 5 items per month per patron can be downloaded.

**Communications**

- Nov. 18 a TIF Meeting will be conducted by the Village.
- The Fall Festival was successful; over 700 people attended.
- List of donations for Fred Rose's memorial was shared; a memorial wall is being set up to place stories and memories.

**Director's Report**

- Hoopla has been well received; 33 items have been checked out.
- Due to COVID, a change in staff hours will occur.
- The Director will need a laptop for use during off site work during quarantine
- 5000 checkouts
- 120 computer use
- 7 yes and 3 maybe to decorate trees for storywalk.
- Online programs are being utilized and well received.

**Closed Session: None**

**Next Regular Meeting Date:** December 10, 2020 at 6:00 p.m. (it may occur via Zoom)

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:07 p.m. by Deen r with a second by Sichelau and passed by acclamation.

Elaine Honomichl Lewis, Secretary