

Rochester Public Library District Board of Trustees Meeting
May 13, 2021
6:00 p.m.

Meeting called to order: 6:05 p.m. by Vice President Jim Sichlau

Trustees present: Trustee Diana Fairchild, Secretary Elaine Honomichl Lewis, Trustee Kimberly Kurtenbach, Vice President Jim Sichlau, Trustee Krista Jiroutek

Trustee's Absent: President Jessica Ingold, Treasurer Sarah Deen

Library Staff: Director Janet McAllister

Visitors: None

Public Comment: None

Approval of Library Board Meeting Minutes:

- I. The regular 4/15/21 meeting minutes were reviewed. A motion was made by Jiroutek with a second by Sichlau to approve the minutes; approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. The treasurer's report and bills were reviewed; expenses are at or below budget.
- II. Motion to approve treasurer's report and bills for month ending April 30, 2021 by Kurtenbach with a second by Honomichl Lewis and approved by Fairchild, Kurtenbach, Jiroutek, Honomichl Lewis, Sichlau.

Unfinished Business:

None

Committee Reports:

I. Personnel Committee: Met on May 11, 2021; succession policy and plan was discussed at the meeting. The plan will be reviewed at the June library board meeting with the goal of starting the plan in August with training. Director McAllister will also staff review their job description and have them assess major job functions/tasks.

II. Finance: Met April 29, 2021 and reviewed the budget; actual numbers will be available by the end of May and will be reviewed at the June board meeting.

III. Joint Use: Did not meet.

IV. Building: Did not meet.

New Business:

- I. Bank and Trust CDs--CDs are coming due; table until the next meeting when Treasurer Deen has an opportunity to check rates.
- II. Utility Shed Payment will come from the special reserve funds; a motion by Kurtenbach with a second by Jiroutek to have the utility shed payment come from the special reserve funds and approved by Sichlau, Kurtenbach, Jiroutek, Honomichl Lewis, Fairchild.
- III. Library board meeting dates for 2021-2022 were reviewed with a motion by Honomichl Lewis and second by Kurtenbach to approve the 2021-2022 library board meeting date; approved by acclamation.
- IV. Holiday closure schedule was reviewed; a motion to approve the holiday closure schedule by Kurtenbach with a second by Jiroutek and approved by acclamation.

Closed Session: None

Other Business:

- I. The van plates were received.
- II. Director McAllister is looking into van wraps for sponsorship and will have the information at next month's board meeting.

Communications

Cards and thank yous were shared.

Director's Report

- I. Farmer's market will begin June 6th.
- II. A new library employee begins May 10th.
- III. Youth Services Director, Denise Rainford, attended a Lions Club meeting and gave a presentation on the progress of Rachel's Garden.
- IV. Tax-Aide program served 81 tax-payers over 11 days.
- V. Adult summer reading program is ready to go.
- VI. Jacob Pahde attended the SHARE Executive Council on 4/7; a SHARE Bibliographic and Cataloging Standards Committee on 4/9; as well as a SHARE Executive Council Budget special meeting on 4/21.
- VII. Library Stats:
 - Check Outs: 4131*
 - Door Count: 2105*
 - Card Holders 5926*
 - Adult attendance: 7*
 - Kids attendance: 153*
 - Teen: 2*
 - Materials added: 131*
 - Withdrawn: 816*
 - Notary: 2*
 - Book Box Subscription: 5*
 - Wish List: 1*

Next Meeting Date: June 10, 2021@ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:03 p.m. by Fairchild with a second by Kurtenbach; passed by acclamation.

Elaine Honomichl Lewis, Secretary
