

Rochester Public Library District Board of Trustees Meeting
June 10, 2021
6:00 p.m.

Meeting called to order: 6:01 p.m. by President Jessica Ingold

Trustees present: President Jessica Ingold, Trustee Diana Fairchild, Secretary Elaine Honomichl Lewis, Treasurer Sarah Deen, Trustee Kimberly Kurtenbach, Vice President Jim Sichlau, Trustee Krista Jiroutek,

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild

Public Comment: None

Approval of Library Board Meeting Minutes:

- I. The regular 5/13/21 meeting minutes were reviewed. A motion was made by Sichlau with a second by Jiroutek 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. Per capita will have its own line item; tuition reimbursement will be reflected in the right line item.
- III. Motion to approve treasurer's report and bills for month ending May 31, 2021 by Jiroutek with a second by Deen and approved by Ingold, Kurtenbach, Jiroutek, Honomichl Lewis, Sichlau, Deen and Fairchild.

Unfinished Business:

- I. Bank and Trust CDs--\$70,000 in matured CDs; best rate is 18 months 0.4%
- II. Suggestion made to leave in a money market account until rates increase; a motion by Deen with a second by Ingold to place matured CDs in a money market account at Bank and Trust and continue to monitor interest rates and approved by Fairchild, Sichlau, Jiroutek, Kurtenbach, Ingold, Deen, and Honomichl Lewis.

Committee Reports:

- I. Personnel Committee: Did not meet.
- II. Finance: Met 6/2/21 and worked on the working budget.
- III. Joint Use: Did not meet.
- IV. Building: Did not meet.

New Business:

- I. New Trustee's Oath of Office-New trustees sworn in by Secretary Honomichl Lewis-Kurtenbach, Jiroutek, Sichlau and Fairchild;
- II. Election of Officers-elected officers:
 - A. President- Ingold; motion by Deen and second by Sichlau and approved by acclamation.
 - B. Vice President-Sichlau; motion by Ingold with a second by Deen and approved by acclamation
 - C. Secretary-Honomichl Lewis; motion by Ingold with a second by Deen and approved by acclamation.
 - D. Treasurer-Deen; motion by Ingold with a second by Honomichl Lewis and approved by acclamation.
- III. Committee Appointments
 - A. Personnel-Ingold and Honomichl Lewis
 - B. Joint Use-Ingold and Fairchild
 - C. Building-Kurtenbach and Fairchild
 - D. Strategic Planning- Jiroutek and Deen

- E. Finance-Deen, Kurtenbach, and Sichlau
- IV. Working Budget
 - A. Salaries; a \$1 per hour increase toward the required minimum wage of \$15 requirement for employees who have been at the library a year or more
 - B. Lazerware lease will be more in 2021-2022 due to technology/computer equipment replacement
 - C. Adjustments/reductions made to line items to cover expenses; and reflect needs
 - D. Motion to approve the 2021/2022 combined annual budget and appropriation ordinance for 2021-2022 by Deen with a second by Ingold and approved by Fairchild, Sichlau, Jiroutek, Kurenbach, Ingold, Deen, and Honomichl Lewis.
- V. Succession Plan: Personnel Committee met on 5/11/21 and Director McAllister drafted a succession policy and plan. The Youth Services Director would be acting director if needed. The plan was reviewed; a move to approve the succession plan by Deen with second by Sichalu and approved by acclamation.
- VI. Van Wrap: The proposed design was reviewed; more information regarding placement and size of logos will be further considered to determine pricing. The wrap design will be tabled until the next meeting until more ideas are incorporated. Revisions to the design will be shared and feedback from the board will occur at the next meeting. (Proposed pricing will be back and two sides \$1000; just the back \$500--sponsorship would be for the life of the vehicle.)

Closed Session: None

Other Business:

- I. There will be a TIF meeting 6/23/21 @10:00 in the Community Room.
- II. Title for vehicle has been received and will be placed in the locked trustee cabinet.

Communications

Cards were shared

Director's Report

- I. Accident Fund Policy and Auto Insurance information shared for van
- II. For the door counter, a visual was created to show busy and slower times.
- III. Friends gave \$350 to sponsor the Absolute Science Summer Reading Program; also gave a \$200 donation for the Adult Teen Castaway Book Box.
- IV. Application made for grants; teen volunteers have been scheduled for the summer.
- V. Take-home craft bags were handed out; a virtual evening book club occurred.
- VI. Library Stats:
 - Check Outs: 4195*
 - Door Count: 2144*
 - Card Holders: 5940*
 - New Patrons: 18*
 - Adult attendance: 9*
 - Kids attendance: 241*
 - Teen: 5*
 - Materials added: 146*
 - Withdrawn: 973*
 - Wish List: 1*

Next Meeting Date: July 8, 2021@ 6:00 p.m.

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

Elaine Honomichl Lewis, Secretary