

Rochester Public Library District Board of Trustees Meeting
August 19, 2021
6:00 p.m.

Meeting called to order: 6:05 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: Bob Tepatti

Public Comment: None

Approval of Library Board Meeting Minutes:

- I. The regular 7/8/21 meeting minutes were reviewed and edits noted. A motion was made by Kurtenbach with a second by Sichlau to approve the revised minutes; approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. The treasurer's report and bills were reviewed.
- II. Cash on hand from previous fiscal year forwarded to new fiscal year
- III. CD dates will be updated for next month's report to reflect current CDs.
- IV. Motion to approve treasurer's report and bills for month ending July 31, 2021 by Kurtenbach with a second by Jiroutek and approved by Sichlau, Deen, Ingold, Kurtenbach, Jiroutek, Fairchild, Honomichl Lewis.

Unfinished Business:

None

Committee Reports:

- I. Personnel Committee: Met on 7/23/21 to discuss an updated job description for Youth Services to reflect Teen Coordinator responsibilities and to create a new job Youth Services Assistant and Teen Coordinator. A move by Deen with a second by Sichlau to update the job description for Youth Services Assistant and Teen Coordinator and increase wages by \$1 per hour and approved by Kurtenbach, Jiroutek, Ingold, Honomichl Lewis Deen, Sichlau and Fairchild.
- II. Finance: Met on 8/4/21 and updated budget.
- III. Joint Use: Met on 8/19/21--one person in charge of the calendar for the community room; Bob Tepatti will be the contact person for the Friends. Date of the Fall Festival is Oct. 23 and 24 at Rochester Park. ARPA Grant Funds--Village Trustees asked the library to put a wishlist together of ideas of what is needed. Ideas for wishlist before next Village board meeting on Sept 13--parking lot resurfacing to enable/expand curbside service materials pick up, drive thru flu shot clinic; COVID-related expenses for wi fi hot spots for community use of devices and monthly fee; other technology for patrons, and village building facade fix.
- IV. Building: Did not meet.

New Business:

- I. IPLAR--every public library needs to fill out an annual report and submit; it includes library information and stats. Move by Deen to approve IPLAR report as amended with a second by Sichlau and approved by acclamation.
- II. Tentative B and A Ordinance -- 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, 2021 and ending June 30, 2022 a motion by Honomichl Lewis with

a second by Ingold and approved by Fairchild, Sichlau, Deen, Honomichl Lewis, Ingold, Jiroutek, and Kurtenbach.

III. Disaster Plan was reviewed.

Other Business:

- I. Closed Record Review of 12/10/20 closed minutes recommend moving to open; Board reviewed and determined should move to open. Move by Deen with a second by Fairchild and approved by acclamation.
- II. Director McAllister proposes an agenda item to be added to September meeting; additional closure date of library

Communications

None

Director's Report

- I. 2nd Annual Fall Festival--Village will help with parking and Illinois Sheriff Association will have 10 vendors and sponsored activities and games. The library will also have games and activities, DJ and music; a pageant for 2 days; a 5K is also occurring. Vendors and food trucks will participate.
- II. Storywalk update--Village approved to have at Rochester Park. Scouts will do it as an Eagle Scout project. Director McAllister has applied for a grant to help with expenses. New stories will be placed on a scheduled basis.
- III. Monthly Library Stats:
Check Outs: 6115
Door Count: 3289
Card Holders: 5971
New Patrons: 16
Computer Use: 204
Adult attendance: 111
Kids attendance: 1147
Teen: 20
Materials added: 122
Book Box Subscription: 17
Withdrawn: 1136
Repairs: 22
Call # Changes: 57
Wish List: 1

Closed Session: None

Next Meeting Date: September 23, 2021 @ 6:00 p.m. Budget Hearing will occur at 6:00 and the regular board meeting will follow.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:33 p.m. by Sichlau with a second by Deen passed by acclamation.

Elaine Honomichl Lewis, Secretary