

Rochester Public Library District Board of Trustees Meeting
November 11, 2021
6:00 p.m.

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

Trustees present: Trustee Diana Fairchild, President Jessica Ingold, 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, Bob Tepatti

Public Comment: None

Approval of Library Board Meeting Minutes:

The regular 10/14/21 meeting minutes were reviewed. A motion was made by Jiroutek with a second by Deen to approve the minutes; approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. The CDs that came due were moved to a savings account until rates get better.
- II. Statements from the American Bank of Missouri (formerly Rochester State Bank) will arrive on the 15th vs. the first and go to the accounting firm on the 15th.
- III. The treasurer's report and bills were reviewed. No unusual expenses.
- IV. Motion to approve treasurer's report and bills for month ending Oct. 31, 2021 by Jiroutek with a second by Kurtenbach and approved by Fairchild, Sichlau, Deen, Kurtenbach, Jiroutek, Ingold, Honomichl Lewis.

Unfinished Business:

- I. ARPA Funds-no update
- II. CIPA-waiting at this time.

Committee Reports:

- I. Personnel: Met 10/29/21 and discussed a conflict of interest policy for all at the Rochester Public Library (trustees, officers, employees). Attorney to draft a conflict of interest policy and it will be reviewed by the Board.
- II. Finance: Did not meet.
- III. Joint Use: Next meeting Nov. 16.
- IV. Building Committee: Did not meet.
- V. Strategic Planning Committee: Ad Hoc meeting 10/26 to discuss letter of solicitation to join committee. Currently there is a Feb/March timeline for this. The committee plans to meet again early January 2022.

New Business

- I. Referendum Discussion with John Chrastka, EveryLibrary:
 - A. John Chrastka of EveryLibrary attended via Zoom; he suggests a poll/survey be taken in the community to gauge interest.
 - B. A professional poll/survey will help to make appropriate decisions regarding a referendum.
 - C. EveryLibrary can help with the RFI and identify qualified vendors who have worked with libraries similar to Rochester; this will help in determining budget and timing of a possible RFP.
 - D. Poll/Survey should: 1) focus on the climate in the community regarding taxes 2) cutbacks at the library if the referendum does not pass 3) if the community is concerned if cutbacks happen.

- E. Next step is a Request for Information (RFI) from possible vendors.
- F. A motion by Honomichl Lewis with a second by Ingold for a RFI, working with EveryLibrary serving as a pro bono advisor, to help create a RFI to obtain information regarding survey/polling companies and approved by Fairchild, Sichlau, Deen, Kurtenbach, Jiroutek, Ingold, Honomichl Lewis.
- G. Next steps-meet with EveryLibrary after Dec. 9th.

II. Building Committee: Fairchild, Kurtenbach and Honomichl Lewis on the Building Committee

III. Conflict of Interest Policy: Policy was reviewed. A motion by Deen with a second by Sichlau to approve the Conflict of Interest Policy and passed by acclamation.

IV. MOU with Village for Storywalk—it was discussed with the Village and more information will be added to it to provide specific details.

Other Business: None

Communications:

Library received \$15.95 in ICASH

Director's Report:

- I. IL State Library Grant for COVID-Related -\$22,399. Grant will be used for patron self-checkout, 2 study carrels, an outdoor hand washing station, outdoor seating and picnic table, outdoor StoryWalk sign holders and additional library cleaning.
- II. Share Mobile Library App is now available for everyone to use.
- III. Fall Festival was successful; over 2000 attendees; 53 vendors; 3 food trucks and 2 local authors did readings. A scrapbook is planned and will have photos supplied by the community.
- IV. Cabin Fever begins.
- V. Sojourn Peace Tree is now in the lobby area and available for people to make donations.
- VI. A photo opportunity/backdrop is in the hall area for people to take their holiday photos.
- VII. The blood drive had 14 participants and the COVID vaccine clinic had 8 participants.
- VIII. The firetruck will bring Santa to the library on Dec. 4.
- IX. Outreach was done for Springfield Urban League, Beginning Steps, Silver Leaf and Boys and Girls Club.
- X. Rochester 4H club will bring projects for display during National 4H week; a display and kits were created for Native American Heritage month.

Monthly Library Stats:

Check Outs: 4915

Door Count: 2416

Card Holders: 6089

New Patrons: 11

Computer Use: 160

Adult attendance: 34

Kids attendance: 504

Materials added: 245

Book Box Subscription: 48

Withdrawn: 74

Repairs: 17

Call # Changes: 319

Wish List: 1

Notary: 3

Closed Session: None

Next Meeting Date: November 11, 2021@ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:15 p.m. by Deen with a second by Ingold and passed by acclamation.

Elaine Honomichl Lewis, Secretary