

**Rochester Public Library District Board of Trustees Meeting**  
**December 9, 2021**  
**6:00 p.m.**

**Meeting called to order:** 6:05 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

**Trustees absent:** Trustee Krista Jiroutek

**Library Staff:** Director Janet McAllister

**Visitors:** Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

The regular 11/11/21 meeting minutes were reviewed. A motion was made by Ingold with a second by Deen to approve the minutes; approved by acclamation.

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

- I. The library is half way through the fiscal year and on or below budget for line items.
- II. Motion to approve treasurer's report and bills for month ending Nov. 30,2021 by Sichlau with a second by Ingold and approved by Fairchild, Sichlau, Deen, Kurtenbach, Ingold, Honomichl Lewis.

**Unfinished Business:**

- I. ARPA Funds-no quorum at meeting.
- II. CIPA-still waiting to hear.

**Committee Reports:**

- I. Personnel- Library staff have worked hard throughout COVID. An acknowledgement of the hard work during this past year was suggested by providing gift cards for staff in December. This would come out of the staff and trustee development line item. A motion by Deen with a second by Kurtenbach to give a \$50 gift card to each library employee and approved by Fairchild, Sichlau, Deen, Honomichl Lewis, Ingold and Kurtenbach.
- II. Finance: Did not meet.
- III. Joint Use: Met Nov. 16
  - A. The kitchen needs to be cleaned and existing materials to be removed.
  - B. Bids and pricing for chairs for events is currently being researched.
  - C. Feb1, 2022 @ 3:00 p.m. will be the next meeting.
- IV. Building Committee: Did not meet. Next meeting will be on Jan. 5th with John Chrastka from EveryLibrary.
- V. Strategic Planning Committee: The committee plans to meet again in January 2022.

**New Business**

- I. Niche Academy: This is a patron and staff online learning platform. For patrons, it includes online learning of Microsoft Office, how-to tutorials, e-books, Hoopla. For staff it can house yearly training information, data, orientation materials, documents, training videos, etc. Chatham and Clinton Libraries are currently using it. It would come out of the contingency line item. A motion by Deen with a second by Kurtenbach to approve \$1,100 per year of the Niche Academy and approved by Kurtenbach, Ingold, Honomichl Lewis, Deen, Sichlau and Fairchild.
- II. Per Capita Requirements Chapters 1-6 were completed.
- III. Illinois Libraries Presents Intergovernmental Agreement was reviewed. Rochester will participate with this cooperative pilot program. It will include authors who will present online as well as other online events of interest to library patrons. A motion was made by Deen with a second by Sichlau

to approve the Illinois Libraries Presents Intergovernmental Agreement and passed by acclamation.

**Other Business:**

More space is needed in the library; it's currently at capacity. Director McAllister suggests she rearrange her office to accommodate for more space and shelving be purchased to house supplies and materials. A plan to do so will be shared at the next meeting.

**Communications:**

Cards and communications shared.

**Director's Report:**

- I. Local Cares Act-applied for additional funds of \$541.44 and sent a request to the comptroller on 12/1/21 and awaiting a response.
- II. Newsletter Stats-96 online patrons signed up; sent out to 1806 emails with 528 opened.
- III. Good attendance at Toddler Time (70), Storytime (43) and Baby Lapsit (23), teen programs included TAB, Volunteer Training, Friendsgiving and Book2Movie.
- IV. Attended a Performer Showcase in Forsyth to find performers for summer reading 2022; 4 were scheduled.
- V. Family Reading Night was sponsored by the Secretary of State and had fun family activities.
- VI. Technology Class in November was Canva: Marketing 101.
- VII. The Evening Book Club is continuing with 9 attendees.
- VIII. The Sojourn Peace Tree will wrap up with donations by Dec. 17. Several items donated and the table overflowing with donations.
- IX. Tax Aid is scheduled in February and will be held every Friday leaving up to the final due date for taxes in mid-April.
- X. Adult inventory is ongoing; the Share Mobile App has been downloaded by 20 patrons so far.

Monthly Library Stats:

*Check Outs: 4942*

*Door Count: 2291*

*Card Holders: 6101*

*New Patrons: 12*

*Computer Use: 139*

*Adult attendance: 11*

*Kids attendance: 499*

*Materials added: 153*

*Book Box Subscription: 48*

*Withdrawn: 28*

*Repairs: 30*

*Wish List: 2*

*Notary: 1*

**Closed Session:** None

**Next Meeting Date:** January 13, 2022 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:10 p.m. by Sichlau with a second by Deen and passed by acclamation.

Elaine Honomichl Lewis, Secretary