

Rochester Public Library District Board of Trustees Meeting

6/9/22

6:00 p.m.

Meeting called to order: 6:04 p.m. by Vice President Jim Sichlau

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

Trustees absent: President Jessica Ingold

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild

Public Comment: None

Approval of Library Board Meeting Minutes:

The regular 5/12/22 open meeting minutes and closed were reviewed. A motion was made by Kurtenbach with a second by Fairchild to approve the 5/12/22 minutes; approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and report reviewed for month ending 5/31/22.
- II. Motion to approve treasurer's report and bills for month ending May 31, 2022 by Sichlau with a second by Kurtenbach and approved by Deen, Kurtenbach, Fairchild, Honomichl Lewis, Jiroutek and Sichlau.

Unfinished Business:

- I. ARPA Funds-no update.
- II. CIPA-no update.

Committee Reports:

- I. Personnel:
 - A. Salary schedule was reviewed. A motion to approve salary schedule for July 1, 2022-July 1, 2023 by Deen with a second by Kurtenbach and approved by Deen, Kurtenbach, Fairchild, Honomichl Lewis, Jiroutek and Sichlau.
- II. Finance: Met 6/2/22 and reviewed the new fiscal budget.
- III. Joint Use: Did not meet.
- IV. Building Committee: Did not meet.
- V. Strategic Planning Committee: On hold until August.

New Business

- I. Survey Proposals: 3 different companies to respond-Creative Entourage, Survey USA and Northern Illinois U.
- II. Meeting Date Schedule was reviewed for FY 2022-2023; a motion to approve FY 2022-2023 by Deen with a second by Kurtenbach and approved by acclamation.
- III. Holiday Closure Schedule for FY 2022-2023 was reviewed; motion to approve Holiday Closure Schedule for FY 2022-2023 by Deen with a second by Kurtenbach and approved by acclamation.
- IV. Working Budget for FY 2022-2023 reviewed
 - A. Reviewed and discussed adjustments by line item: tuition reimbursement taken out, new salary schedule included, 4 hotspots retired; summer rec program folded into regular summer library program due to smaller numbers attending. \$4000 taken out of building maintenance and moved to utilities.
 - B. The July meeting will focus on the final budget.
 - C. Motion to approve working budget for FY 2022-2023 by Kurtenbach with a second by Jiroutek and approved by Deen, Kurtenbach, Fairchild, Honomichl Lewis, Jiroutek and Sichlau.

Other Business

An adjustment/fix is needed for one of the storyboards.

Communications

- A. TIF meeting on May 25.
- B. Articles and cards/letters shared.

Director's Report:

- I. Illinois State Library Grant will go into the new fiscal year.
- II. The Farmer's Market is going well.
- III. Garden weeded and new plants provided by Carol Strick.
- IV. Book stands cleaned at Rochester Park and new books placed in them.
- V. Day and evening book clubs were well attended.
- VI. Summer Reading has begun and over 200 youth have signed up.
- VII. A new VHS to DVD conversion software purchased and will have ability for patrons to convert their old home movies on VHS to DVD
- VIII. Baby lapsit, Toddler Time, Storytime all were well attended.
- IX. Outreach - Springfield Urban League (3), Beginning Steps (50), Silver Leaf (45), Boys & Girls Club (20)

Monthly Library Stats:

Check Outs: 6195
Door Count: 2783
Card Holders: 6195
New Patrons: 19
Computer Use: 368
Adult attendance: 39
Kids attendance: 962
Teen attendance: 19
Materials added: 146
Withdrawn: 27
Repairs: 20
Wish List: 1
Cricut: 4

Next Meeting Date: July 14, 2022 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 6:42 p.m. by Sichlau with a second by Kurtenbach and passed by acclamation.

Elaine Honomichl Lewis, Secretary