

Rochester Public Library District Board of Trustees Meeting
7/14/22
6:00 p.m.

Meeting called to order: 6:14 p.m. by President Jessica Ingold

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

Trustees absent: Treasurer Sarah Deen

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. The regular 6/9/22 open meeting minutes were reviewed. A motion was made by Kurtenbach with a second by Sichlau to approve the 6/9/22 minutes; approved by acclamation.
- B. Closed minute review was conducted on 6/21/22 by Ingold and Honomichl Lewis. Closed minutes recommended to move to open include 3/10/22 and 4/10/22. These two meeting minutes were reviewed.
- C. A motion by Sichlau with a second by Honomichl Lewis to move 3/10/22 and 4/10/22 minutes to open and the following minutes remain closed:
4/7/11, 4/25/11, 6/2/11, 7/2/11,
10/6/11, 11/3/11, 11/21/11, 12/1/11, 1/5/12, 5/7/12, 8/30/12, 2/7/13, 5/2/13, 5/8/14, 5/14/15,
7/9/15, 12/8/16, 1/5/18, 1/11/18, 4/12/18, 8/9/18, 9/10/20; approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and report reviewed for month ending 6/30/22.
- II. End of fiscal year; meeting will occur within the next two weeks to finalize the 2022-2023 budget.
- III. Grant money will cover raises and all expenses are on track.
- IV. Motion to approve treasurer's report and bills for month ending June 30, 2022 by Sichlau with a second by Kurtenbach and approved by Ingold, Kurtenbach, Fairchild, Honomichl Lewis, Jiroutek and Sichlau.

Unfinished Business:

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

Committee Reports:

- I. Personnel: Did not meet.
- II. Finance: Will meet within the next two weeks to finalize the budget.
- III. Joint Use: Did not meet; next meeting date to be confirmed soon. Roof repair under warranty and completed. Sutton to repair storywalk items damaged during roofing.
- IV. Building Committee: Did not meet.
- V. Strategic Planning Committee: On hold until August.

New Business

- I. Survey Proposals: Two different companies responded and the third declined. Creative Entourage, and Northern Illinois University proposals were reviewed. A motion to move forward with Creative Entourage who met requirements and most fiscally responsible proposal by Ingold and Sichlau and approved by Ingold, Kurtenbach, Fairchild, Honomichl Lewis, Jiroutek and Sichlau.

- II. Ordinance Authorizing Survey and Special Reserve Funds, Ordinance No. 2022-1 for public opinion survey was reviewed and a motion to approve Ordinance No. 2022-1 for use of the funds from the special reserve fund by Kurtenbach with a second by Jiroutek and approved by Fairchild, Sichlau, Honomichl Lewis, Ingold, Kurtenbach and Jiroutek.
- III. Village of Rochester TIF Ordinance 22-15; special funds to be used for hot spots and laptops. Per the Village, receiving these special TIF funds does not exclude the library from receiving future TIF funds. Motion to approve the Village of Rochester TIF Ordinance 22-15 by Ingold with a second by Honomichl Lewis and approved by Kurtenbach, Fairchild, Honomichl Lewis, Ingold, Jiroutek and Sichlau.
- IV. Roof repair completed and under warranty
- V. License Plate Renewal Site- to be tabled until more information can be presented.

Other Business

Parking lot is needed when Farmer's Market takes place and events in the community room should be scheduled around when the Farmer's Market is occurring. This will be discussed at the next Joint Use Meeting.

Communications

- A. A \$5,000 donation was presented by Marty Fairchild to the library; the library board and staff are thankful for this donation.
- B. Cards/letters shared.

Director's Report:

- I. Illinois State Library Grant of \$6,144.93 for 3rd quarter has not been received yet.
- II. Illinois Humanities Final Grant report submitted. Applied for the IL Humanities State of IL Emergency Relief Grant Operating Funds.
- III. Staff training day will be on Friday, Aug. 5; the library will be closed.
- IV. AC unit repair has been completed.
- V. Summer Reading has over 309 youth registered. For the Adult Summer Reading Program, 68 have registered.
- VI. Girl Scout Troop 6021 will donate money for a 24-item wishlist.
- VII. The Farmer's Market is going well.

Monthly Library Stats:

Check Outs: 5962
Door Count: 3614
Card Holders: 6221
New Patrons: 30
Computer Use: 368
Adult attendance: 441
Kids attendance: 1694
Teen attendance: 14
Materials added: 109
Withdrawn: 15
Repairs: 32
Wish List: 2
Cricut: 4
DVD Conversion: 4
Notary: 1

Next Meeting Date: August 11,2022 @ 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