

Rochester Public Library District Board of Trustees Meeting

10/13/22

6:00 p.m.

Meeting called to order: 6:00 p.m. by Vice President Jim Sichlau

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

Trustees absent: President Jessica Ingold

Visitors: Bob Tepatti, Marty Fairchild, Nichols Pier, Brett Pier, George Oliver, Marybeth Oliver

Public Comment: George Oliver, from Troop 58, shared his idea for his Eagle Scout project. He suggests a sidewalk/path for the outside storyboard to assist those with strollers or patrons in wheelchairs. The goal is to have a clean and accessible trail. Nicholas Pier, also from Troop 58, proposed his Eagle Scout project. He proposed updating the library sign –ideas include refurbishing the current one and/or adding a marquee; removing the wood portions and adding a digital sign; or creating a new sign. The board all agreed both are good projects, gave preliminary approval and asked George and Nicholas to put together a plan for each project.

Approval of Library Board Meeting Minutes:

- A. The regular 9/15/22 minutes were reviewed.
- B. A motion was made by Deen with a second by Kurtenbach to approve the 9/15/22 minutes; approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Audit is in process by Pehlman and Dold; audit occurs every 4 years.
- II. State per Capita Grant and TIF \$ received.
- III. Bills and report reviewed for month ending 9/30/22; on track with budget and expenses.
- IV. The CD that matured in September was deposited in a money market account at Rochester Bank and Trust.
- V. Motion to approve treasurer's report and bills for month ending September 30, 2022 by Jiroutek with a second by Kurtenbach and approved by Honomichl Lewis, Deen, Sichlau, Kurtenbach, Fairchild, and Jiroutek.

Unfinished Business: None

Committee Reports:

- I. Personnel: Did not meet.
- II. Finance: Did not meet.
- III. Joint Use: Did not meet; a request has been placed with the Village to meet.
- IV. Building Committee: Did not meet.
- V. Strategic Planning Committee: Meeting to be held after survey completed.

New Business

- I. Levy Ordinance was reviewed; a motion by Kurtenbach with a second by Jiroutek to approve the Ordinance No. 2023-5 for the levy and assessment of taxes for the Rochester Public Library District for the fiscal year beginning July 1, 2022 and ending June 30, 2023 and approved by Honomichl Lewis, Deen, Sichlau, Kurtenbach, Fairchild, and Jiroutek.
- II. Keys and Building Access Policy—policy was reviewed with a motion to approve by Deen with a second by Honomichl Lewis.
- III. Ethics Committee –motion by Deen with a second by Jiroutek for current members Beth

- Haupt, Maggie Patterson and Bob Tepatti to continue to serve on the committee and approved by acclamation
- IV. Acceptable Use Policy reviewed; no changes from the state
 - V. Board By-Laws reviewed; no changes at this time.

Other Business: None

Communications: Articles shared; Library Crawl occurring—125 libraries in our system visiting each other libraries to share and experience library offerings.

Director's Report:

- I. ILA State Library Grant; will be receiving \$327.62
- II. Library Audit occurring with Pehlman and Dold
- III. Library will be receiving free eclipse classes from STARNET; free Monster books, bookmarks and stickers to be received from the Consumer Financial Protection Bureau.
- IV. Library Board Candidacy packets are being distributed
- V. TIF funds check received for \$4689.34 and used to purchase laptops and hot spots
- VI. A book repair machine will be purchased from funds given by Friends of the Library.
- VII. Passport Saturday; 77 passport applications were completed.
- VIII. Planning for Fall Festival at park with 21 vendors so far ; 4 food trucks and car show.
- IX. Toddler Time 53; Baby Lapsit 68; Beginning Steps 40 Silver Leaf 40; Boys and Girls Club 11
- X. Reading at EC1 beginning Oct. 14; 6 classrooms once a month.
- XI. Lions Club donation of \$400.

Monthly Library Stats:

Check Outs: 4683
Door Count: 2734
Card Holders: 6505
New Patrons: 30
Computer Use: 244
Adult attendance: 310
Kids attendance: 369
Teen attendance: 21
Homebound: 3
Book Box Subscriptions: 15
Materials added: 160
Withdrawn: 173
Repairs: 25
Cricut: 1
Narcan: 22
Notary: 2
License Renewal: 1
COVID Testing: 2

Next Meeting Date: November 10, 2022 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 8:00 p.m. by Deen with a second by Jiroutek and passed by acclamation.

Elaine Honomichl Lewis, Secretary