

Rochester Public Library District Board of Trustees Meeting

12/08/22

6:00 p.m.

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

Trustees present:

President Jessica Ingold, Vice President Jim Sichlau, Trustee Diana Fairchild, Trustee Krista Jiroutek, Secretary Elaine Honomichl Lewis, Treasurer Sarah Deen, Trustee Kimberly Kurtenbach

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. The regular 11/10/22 minutes were reviewed.
- B. A motion was made by Deen with a second by Fairchild to approve the 11/10/22 minutes; approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and report reviewed for month ending 11/30/22; on track with budget and expenses.
- II. Motion to approve treasurer's report and bills for month ending 11/30/22 by Sichlau with a second by Jiroutek and approved by Fairchild, Honomichl Lewis, Deen, Sichlau, Ingold, Kurtenbach, and Jiroutek.

Unfinished Business: None

Committee Reports:

- I. Personnel: Did not meet.
- II. Finance: Did not meet.
- III. Joint Use: Will send a date for the meeting to the Village.
- IV. Building Committee: Latest draft of Creative Entourage online survey reviewed. A QR code will be placed on a postcard and sent to Rochester residents. A motion by Deen with a second by Sichlau for the printing and mailing of the Rochester Public Library public survey postcard not to exceed \$800 and approved by Fairchild, Honomichl Lewis, Deen, Sichlau, Ingold, Kurtenbach, and Jiroutek.
- V. Strategic Planning Committee: Meeting to be held after survey completed.

New Business

- I. Per Capita Grant Report complete; application completed and updated. A motion to approve the Per Capita Grant by Deen with a second by Honomichl Lewis and approved by acclamation.
- II. The Annual Financial Report was tabled until next month.
- III. Circulation Policy was updated and reviewed; a motion by Deen with a second by Jiroutek and approved by acclamation.
- IV. Director's mid-year evaluation will occur at Jan. 12 meeting; a motion by Ingold with a second by Sichlau to conduct the Director's mid-year evaluation at the Jan. 12, 2023 meeting and approved by acclamation.

Other Business: None

Communications: Articles and notes to the library were shared.

Director's Report:

- I. The audit is in process with Pehlman and Dold.
- II. Holiday storywalk is "The Christmasaurus" by Tom Fletcher; park Storywalk: "The Lights that Dance in the Night" by Yuval Zommer
- III. A family reading night program was created on READsquared.
- IV. 21 youth programs were prepared and delivered to 535 people.
- V. Currently working with the disability department at Rochester Public Schools and Lions Club of Rochester.
- VI. Cabin Fever is in process.
- VII. New software is available for the VHS to DVD conversion. Jacob created a new step-by-step manual regarding how to use the software.
- VIII. Received memorial donations of \$200.

Monthly Library Stats:

Check Outs: 4752
Door Count: 2406
Card Holders: 6534
New Patrons: 23
Computer Use: 115
Adult attendance: 21
Kids attendance: 523
Teen attendance: 17
Homebound: 7
Book Box Subscriptions: 15
Book a Librarian: 1
Materials added: 131
Withdrawn: 49
Repairs: 20
Notary: 2
Wish List: 7
DVD Conversions: 2

Next Meeting Date: January 12, 2023 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:33 p.m. by Deen with a second by Jiroutek and passed by acclamation.

Elaine Honomichl Lewis, Secretary