

**Rochester Public Library District Board of Trustees Meeting**  
**Final Minutes**  
**3/13/25**  
**6:00 p.m.**

**Meeting called to order:** 6:00 p.m. by President Sarah Deen

**Trustees present:**

President Sarah Deen, Vice President Bob Tepatti, Secretary Elaine Honomichl Lewis, Trustee Kimberly Kurtenbach, Trustee Erich Schroeder

**Trustee absent:** Trustee Jessica Ingold

**Library Staff:** Director Janet McAllister

**Visitors:** Karen Johnson

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 2/13/25 minutes were reviewed
- B. A motion was made by Kurtenbach with a second by Schroeder to approve the 2/13/25 minutes with edits and approved with acclamation.
- C. 1/9/25 minutes were re- reviewed and amended. A motion to approve the 1/9/25 amended minutes by Tepatti with a second by Kurtenbach and approved with acclamation.
- D. Closed minute review reported by Deen and Honomichl Lewis; Closed minute verbatim audio recordings 18 months or older can be destroyed per 5 ILCS 120/2.06 upon board review and approval; Board reviewed closed audio minutes 18 months and older; a motion by Schroeder with a second by Kurtenbach to destroy closed minute verbatim recordings 18 months and older and passed by acclamation.

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

- A. Bills and treasurer's report reviewed for months ending 2/28/25; legal expenses for FOIA requests by the AFP and Ethics Commission meetings are averaging \$5,000 per month and are \$30,000 YTD
- B. Another \$19,000 was moved to legal fee line item; more budget cuts will need to be made in order to pay legal fees
- C. Motion to approve treasurer's report and bills for months ending 2/28/25 by Kurtenbach with a second by Schroeder and approved by Tepatti, Kurtenbach, Deen, Schroeder, and Honomichl Lewis

**Unfinished Business:** None

**Committee Reports:**

- A. Personnel– Did not meet; will schedule a meeting to discuss budget prep
- B. Finance–Did not meet
- C. Joint Use–Did not meet

**New Business:**

- A. Swearing in of new Trustee: Karen Johnson; @ 6:35 p.m. Trustee Johnson was sworn in by Secretary Honomichl Lewis and is now officially a Trustee for the Rochester Public Library District
- B. FOIA/OMA Training notice to be sent by email to all trustees
- C. Computer Carrel; due to budget reductions and one computer removed, a computer carrel will be sold. A motion to sell the carrel for \$250 with an adjustment in price downward as necessary by Tepatti with a second by Schroeder and approved by Johnson, Tepatti, Kurtenbach, Deen, Schroeder, and Honomichl Lewis

**Other Business:** A board handbook will be put together and shared with the board in April.

**Closed Session:** None

**Communication:** Director McAllister shared library articles and notes; A \$500 donation was given by Bank and Trust for the Summer Reading Program.

**Director's Report:**

- A. Library will be display the Frames of Equity-Rural Art Exhibit from March 1-15; made possible through a grant received by United Way of Central Illinois
- B. FOIA request for Farmer's Market
- C. Diana Fairchild's memorial is greatly appreciated and will be used for a coffee maker in the Library and Spring/Summer Storywalk "Bess the Barn Still Stand Strong"
- D. Fall Festival to be sponsored and managed by Sparks in the Park
- E. Gregurich Beef Company, as sponsor of Farmers Market, has received positive feedback from the community; vendor contracts go live on March 4
- F. Attendance at programs; Library on Wheels (10 deliveries); Toddler Time and Storytime (90); Baby lap sit (30); Teens and Homeschool (29); Outreach-SUL(177); Beginning Steps and Silverleaf (96); Day Book Club(7) Blood Drive 16 donors
- G. Stats: Checkouts (4415); Door Count (2180); New patrons (14); Computer Use (368); Card holders (6095); Adult Attendance (42); Kid Attendance (548); Teen and Family attendance (54); Book a Librarian (20 )Notary (6) License Renewal (7); sublimation (1) Narcan (12)

**Closed Session:** None

**Next Meeting Date:** April 10, 2025 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:04 p.m. by Kurtenbach with a second by Schroeder and passed by acclamation.

Elaine Honomichl Lewis, Secretary