

**Rochester Public Library District Board of Trustees Meeting**  
**DRAFT Minutes**  
**4/10/25**  
**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 Jessica Ingold, Trustee Kimberly Kurtenbach, Trustee Karen Johnson, Trustee Erich Schroeder

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 3/13/25 minutes were reviewed
- B. A motion to approve 3/13/25 with corrections by Schroeder and a second by Kurtenbach and approved by acclamation.

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

- A. Bills and treasurer's report reviewed for month ending 3/31/25; Legal expenses are over \$30,000 YTD.
- B. Motion to approve treasurer's report and bills for months ending 3/31/25 by Ingold with a second by Schroeder and approved by Johnson, Tepatti, Kurtenbach, Deen, Schroeder, Ingold and Honomichl Lewis

**Unfinished Business:** None

**Committee Reports:**

- A. Personnel– Scheduled to meet 4/23 @ 9:00 a.m.
- B. Finance–Meeting to be scheduled for May
- C. Joint Use–Did not meet

**New Business:**

- A. Library Meeting Dates and Holiday/Library Closures FY 25-26–dates were reviewed. A motion to approve the FY 25-26 Library Meeting Dates and Holiday/Library Closures by Tepatti with a second by Honomichl Lewis and approved by acclamation.
- B. New Trustee Handbook reviewed
- C. Friends of the Library Liaison discussion–was discussed and two board members said they were interested in being a liaison; Trustee Karen Johnson and Trustee Schroeder.
- D. Key and Building Access Policy was reviewed; a motion to approve the updated Keys and Building Access Policy by Ingold with a second by Kurtenbach and approved by acclamation,
- E. Technology Plan was reviewed; a motion to approve the updated Technology Plan by Schroeder with a second by Tepatti and approved by acclamation.
- F. Technology Device Policy was reviewed ; replacement costs to be further reviewed.

**Other Business:** None

**Closed Session:** None

**Director's Report:**

- A. Ameren LED light upgrade; looking into the cost as well as grant and sponsorships to help in covering costs.
- B. People Magazine will not be renewed at the end of April. Low number of checkouts and cost of \$135 is not justified.
- C. Collaborated with Pawsitive Training Zone to bring 16 therapy dogs to EC1 and EC2-3's Family Literacy Night
- D. Two dozen fertilized chicken eggs and incubator–partnership with local family for April 10 homeschool program
- E. Luna moth cocoon tent was set up
- F. The Open House for the Frames of Equity : Healing Through Art - 15 attendees with 128 people viewing the art exhibit
- G. 322 votes for the March Book Madness; 2025 Book of the Year, The Women, by Kristin

Hannah

- H. Farmers Market prep going well; 20 hours library working hours spent on Farmers Market related tasks.
- I. Attendance at programs; Day Book Club and Evening Book Club (14) Library on Wheels (13 deliveries); Toddler Time and Storytime (82); Baby lap sit (50); Teens and Homeschool (51); B2M Middle Grade (297)
- J. Outreach-SUL(161); Beginning Steps and Silverleaf (110); EC1 and EC2 Family (220)
- K. Stats: Checkouts (5493); Door Count (2796); New patrons (22); Computer Use (368); Card holders (6114); Adult Attendance (52); Kid Attendance (548); Teen attendance (524); Book a Librarian (20 )Notary (5) License Renewal (5); sublimation (1) Narcan (7)

**Closed Session:** None

**Next Meeting Date:** May 8, 2025 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 6:35 p.m. by Ingold with a second by Tepatti and passed by acclamation.

Elaine Honomichi Lewis, Secretary