

Rochester Public Library District Board of Trustees Meeting
Final Minutes
5/8/25
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

Library Staff: Director Janet McAllister

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. The regular 4/10/25 minutes were reviewed
- B. A motion to approve 4/10/25 by Kurtenbach and a second by Tepatti; approved by acclamation.

Treasurer's Report/Approval of Bills:

- A. Bills and treasurer's report reviewed for month ending 4/30/25
 - 1. No replacement of part-time patron services position
 - 2. Patron services manager position will not be filled until fall
- B. Motion to approve treasurer's report and bills for months ending 4/30/25 by Tepatti with a second by Schroeder and approved by Johnson, Tepatti, Kurtenbach, Deen, Schroeder, Ingold and Honomichl Lewis

Unfinished Business: None

Committee Reports:

- A. Personnel– Met 4/23; discussed staff raises of 3%; the part-time patron services position will not be filled; patron mgr position not filled until fall; also reviewed the updated personnel policy
 - 1. Board reviewed the updated personnel policy –Vacation and Leave; updates discussed
 - 2. A motion to approve the updated personnel policy-Vacation and Leave by Ingold with a second by Kurtenbach; approved by acclamation.
- B. Finance-Met May 8 at 5:00; reviewed 1st version of July 2025-July 2026 annual budget reviewed
 - First round of reductions:
 - 1. Book budget cut from \$22,000 to \$18,000
 - 2. No mailing of newsletters
 - 3. Programs reduced/cut in half
 - 4. Technology for patrons; cut from \$8,000 to \$3,500; no replacement of technology and # of Wi-Fi hotspots
- C. Joint Use–Did not meet

New Business:

- A. New Trustee Handbook; reviewed–a motion to approve the new trustee handbook by Schroeder with a second by Kurtenbach; approved by acclamation
- B. Board Bylaws
 - 1. Treasurer Bond Requirements -10%– under Section 8 point #5, a motion by Tepatti with a second by Honomichl Lewis to approve point #5, according to **【75 ILCS 16/30-45 (a)】**
“The Treasurer shall be bonded at “not less than 10% of the total funds received by the library in the last fiscal year.”**【75 ILCS 16/30-45 (a)】**and approved by acclamation
 - 2. Friends of the Library Liaison-added to the board bylaws that a library board member will be appointed as a liaison to the Friends of the Library Group to ensure communications and collaboration ; a motion by Honomichl Lewis with a second by Schroeder to include in the board bylaws and approved by

acclamation.

- C. Trustee Vacancy—board vacancy posting 5/8/25; approval of the board vacancy posting by Ingold with a second by Kurtenbach; approved with acclamation.
- D. Ameren Energy Efficiency Light Project ; light ballasts in the library need to be replaced with LEDs The total project cost is estimated at \$20,632.48. Through Ameren of Illinois' Energy Efficiency Program, Ameren will pay \$13,332.48 of the \$20,632.48. Estimated annual energy savings with new lights is \$3,588.60. A motion to approve up to \$7,500 from special reserves to pay for the LED lighting upgrade by Kurtenbach with a second by Deen and approved by Johnson, Tepatti, Kurtenbach, Deen, Schroeder, Ingold and Honomichl Lewis.

Other Business: None

Closed Session: None

Director's Report:

- A. Summer reading—BOS sponsorship \$300 donation; DC Comics \$500
- B. Donated 8 Fitbits (originally awarded in 2020 from NNLM grant) to Rochester school special education
- C. Three school outreach programs: two with the Rochester schools (Central Illinois STEM Fair-975); RIS Spring Carnival (750); one with the Edinburgh schools (Family Reading Night-133)
- D. Attendance at programs; Day Book Club and Evening Book Club (14); Library on Wheels (15 deliveries); Tulip Bouquet Bar (26); Blood Drive (16); Adult attendance (79); Kids attendance (404); Teen attendance (21); Family attendance (2075)
- E. Stats: Checkouts (4601); Door Count (3331); New patrons (16); Computer Use (384); Card holders (6129); Book a Librarian (28); Notary (3); License Renewal (11); sublimation (6) Narcan (5) ; Cricut (3); Live chat (4) DVD Conversion (1) Book a librarian (28)

Closed Session: None

Next Meeting Date: June 12, 2025 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 6:41 p.m. by Kurtenbach with a second by Ingold and passed by acclamation.

Elaine Honomichl Lewis, Secretary