

**Rochester Public Library District Board of Trustees Meeting**  
**Final Minutes**  
**6/12/25**  
**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 Karen Johnson, Trustee Erich Schroeder

**Library Staff:** Director Janet McAllister

**Visitor:** Melissa Roselle

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 5/8/25 minutes were reviewed
- B. A motion to approve 5/8/25 by Tepatti and a second by Ingold; approved by acclamation.

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

- A. Bills and treasurer's report reviewed for month ending 5/31/25
  - 1. Budget is on track after cuts made to budget
  - 2. New fiscal year 2025-2026 budget to begin in July
- B. Motion to approve treasurer's report and bills for months ending 5/31/25 by Ingold with a second by Tepatti ; approved by Johnson, Tepatti, Deen, Schroeder, Ingold and Honomichl Lewis

**Unfinished Business:** None

**Committee Reports:**

- A. Personnel– Met 6/11; Staff salaries, 3% increase; 12% increase in insurance rates; the part-time patron services position will not be filled; patron mgr position not filled until fall
- B. Finance–Met May 29 for next review of 2025-2026 working budget
- C. Joint Use–Scheduled to meet 6/17/25

**New Business:**

- A. Trustee Vacancy–board vacancy; application of Melissa Roselle reviewed; board discussed qualifications and a motion to approve Melissa Roselle to fill open 2 year trustee board position by Ingold with a second by Honomichl Lewis and approved by acclamation.
- B. Swearing in of Trustees – Melissa Roselle, Karen Johnson and Elaine Honomichl Lewis
- C. Officer appointment–no changes
- D. Committee appointments: Finance Committee: Trustee Schroeder added to Finance Committee
- E. Friends of the Library Liaison: Trustee Johnson and Trustee Ingold as alternate
- F. Non Resident Fee–currently no unserved areas are adjacent to the library taxing area; non resident fee is not applicable and should not be applied; a motion to not have a non resident fee by Tepatti with a second by Schroeder and approved by Tepatti, Schroeder, Johnson
- G. Approval of FY 2026 Working Budget; increase in legal budget line item; motion to approve 2026 working budget by Ingold with a second by Schroeder and approved by Johnson, Schroeder, Tepatti, Deen, Honomichl Lewis, Ingold. Abstaining: Trustee Roselle
- H. Reallocation of Funds–\$41,726.14 has been spent on legal fees this year. A motion to reallocate funds in June, 2025 from personnel printing and materials budget line items to legal category to cover an additional \$12,000 in legal fees by Tepatti with a second by Schroeder and approved by Johnson, Schroeder, Tepatti, Deen, Honomichl Lewis, Ingold and Roselle Trustee.
- I. Attorney Engagement Letter–Review of Ancel Glink law firm who is experienced with library law and ethics; a motion to approve the engagement letter with Ancel Glink and ending the library's relationship with Rammelkamp Bradney by Tepatti with a second by Honomichl Lewis and approved by acclamation.
- J. Ethics Finding Report–special meeting to be held on 8/9/25 at 6:00 at the Rochester Library Community Room

**Other Business:** None

**Closed Session:** None

**Director's Report:**

- A. Ameren light project underway and installed with a grant through Ameren with library's portion coming from the special reserve for building and equipment
- B. Director and Officers Liability paperwork completed; insurance renewed
- C. FY26 OCLC Contract signed and sent to IL State Library
- D. FOIA request-Ethics Finding Report and audio recording sent
- E. Summer Reading officially started
- F. Farmers Market underway with 18 vendors
- G. Youth services prepared and led 13 programs reaching 234 children
- H. Attendance at programs; Day Book Club and Evening Book Club (12); Library on Wheels (18 deliveries); Adult attendance (29); Kids attendance (234); Teen attendance (61); Family attendance (60)
- I. Stats: Checkouts (4629); Door Count (2419); New patrons (16); Computer Use (332); Card holders (6143); Book a Librarian (15); Notary (3); License Renewal (12); sublimation (2) Narcan (4) ; Cricut (6); Live chat (6)

**Closed Session:** None

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

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:01 p.m. by Ingold with a second by Deen and passed by acclamation.

Elaine Honomichl Lewis, Secretary