

Rochester Public Library District Board of Trustees Meeting
Final Minutes
7/10/25
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 Karen Johnson, Trustee Erich Schroeder, Trustee Melissa Roselle

Library Staff: Director Janet McAllister

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. The regular 6/12/25 minutes were reviewed
- B. A motion to approve 6/12/25 by Ingold and a second by Tepatti; approved by acclamation.

Treasurer's Report/Approval of Bills:

- A. Bills and treasurer's report reviewed for month ending 6/30/25
 - 1. Budget is on track for fiscal year ending 6/30/25 after cuts made to budget which includes: library hours, library staff, library programs, publications, subscriptions, library technology
 - 2. Legal budget to-date is \$48,156
 - 3. New fiscal year begins for 2025-2026 July 1
- B. Motion to approve treasurer's report and bills for months ending 6/30/25 by Tepatti with a second by Schroeder; approved by Johnson, Tepatti, Deen, Schroeder, Ingold, Honomichl Lewis and Roselle.

Unfinished Business: None

Committee Reports:

- A. Personnel—Director's year-end evaluation; to be completed by Trustee; will be discussed at next board meeting
- B. Finance—To meet 8/14 to review tentative budget and appropriations ordinance
- C. Joint Use—met 6/17/25—tree trimming—\$5800; Food truck permit discussed; meetings to continue as public meetings. The next meeting is 9/2/25 @11 a.m.
- D. FOL Liaison—Trustee Johnson said Farmers Market is going well with 18 vendors; Friends discussed fundraising for upcoming year as well as fall booksale.

New Business:

- A. Patron Conduct Policy—reviewed; no changes.
- B. Inter-Library Relations—reviewed; no changes.
- C. Tree Trimming—the Village hired Kresse Tree Wurxx—cost \$5800.
 - 1. Half to be paid by Village (\$2900) and half by Library (\$2900)
 - 2. Motion by Honomichl Lewis with a second by Tepatti for \$2900 for tree trimming to come from the library's special reserve fund and approved by Johnson, Tepatti, Deen, Schroeder, Ingold, Honomichl Lewis and Roselle

Other Business: None

Closed Session: None

Communications

Per capita grant award letter—\$11,121.50

Director's Report:

- A. Ameren lighting grant upgrade project completed
- B. Rural advisory committee through United Way asked Director McAllister to consider
- C. FOIA request regarding Decennial Committee sent
- D. IPLAR report–Director McAllister working on it currently.
- E. Alya is now Patron Services Mgr; Colette is YS Assistant; Open positions is for Program and Outreach/Patron Services and interviews being conducted
- F. Youth services prepared and led 13 programs reaching 234 children
- G. Attendance at programs; Day Book Club and Evening Book Club (13); Library on Wheels (13 deliveries); Adult attendance (29); Kids attendance (234); Summer reading 209 youth and 92 adults signed up; I ICASH Event with State Treasurer's Office (13); Blood Drive 18 donors saving 45 lives
- H. Programs/Attendance Adult 15 programs (558 in attendance); Youth 18 (586); Teens 6 programs (43); Family 1 program (28).
- I. Stats: Checkouts (5402); Door Count (3488); New patrons (19); Computer Use (262); Card holders (6158); Book a Librarian (8); Notary (3); License Renewal (10); sublimation (2) Narcan (6) ; Cricut (2); Live chat (6); Test proctoring (1)
- J. Jacob completed 57 hours of cataloging continuing education for FY 25

Closed Session: None

Next Meeting Date: August 14, 2025 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 6:53 p.m. by Ingold with a second by Tepatti and passed by acclamation.

Elaine Honomichl Lewis, Secretary