Rochester Public Library District Board of Trustees Meeting
Final Minutes
8/14/25
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 7/10/25 minutes were reviewed

B. A motion to approve the 7/10/25 regular meeting minutes byTepatti and a second by Johnson; approved by acclamation.

C. Review of the 8/7/25 Special Meeting Minutes; a motion to approve the 8/7/25 by Schroeder with a second by Ingold and approved by acclamation

Treasurer's Report/Approval of Bills:

A. Bills and treasurer's report reviewed for month ending 7/31/25
Budget is on track for new fiscal year 2025-2026 after cuts made to budget which includes: library hours, library staff, library programs, publications, subscriptions,library technology

B. Motion to approve treasurer's report and bills for months ending 7/31/25 by Tepatti with a second by Johnson; approved by Roselle, Deen, Johnson, Tepatti, Schroeder, Ingold, Honomichl Lewis.

Unfinished Business: None

Committee Reports:

A. Personnel–Director's year-end evaluation to be reviewed at this board meeting; next step is to schedule with Director

B. Finance-Met 8/14; reviewed Tentative Budget and Appropriations Ordinance; will be voted on during Sept. meeting

C. Joint Use– will meet in September

D. FOL Liaison–Trustee Schroeder said book sale is in Sept; FOL has 8 baskets so far; FOL paid for the new picnic tables; currently have 110 members

New Business:

A. Tentative B & A Ordinance reviewed; 30 day public notice to be posted. Budget hearing to occur 9/18/25 before regular bd meeting; a motion by Honomichl Lewis with a second by Schroeder to approve Ordinance No. 1 Tentative Combined Annual Budget and Appropriation Ordinance of the Rochester Public Library District For the Fiscal Year Beginning July 1, 2025 and Ending June 30, 2026 and approved by Roselle, Deen, Johnson, Tepatti, Schroeder, Ingold, Honomichl Lewis.

B. IPLAR–reviewed a motion to approve the annual IPLAR by Roselle with a second by Schroeder and approved by acclamation,

C. Secretary Minutes Audit Requirement for IPLAR page 19 of IPLAR; reviewed. A motion to approve by Deen with a second by Tepatti and approved by acclamation.

D. Ethics Officer –to be tabled until next board meeting

E. Trustee's New Emails –emails for library trustees to be by the Library's provider;

Director McAllister to arrange this next week. A motion to approve trustee emails to be by the Library's provider by Schroeder with a second by Tepatti and approved by acclamation.

F. Director's Evaluation–to occur during closed session

Other Business: The library audit will be placed on the agenda for the September Board Meeting

Director's Report:

A. Ameren lighting grant upgrade project completed
B. Americall; 2 additional phones
C. Staff training day completed; Andrea is new Adult Program and Outreach; Shelby for Patron Services
D. Library on Wheels-20 deliveries; Summer Sublimation class (9); Rumba Dance Class (9); Level Up At Your Library Program- 99 adults signed up; Formal Wear Drive 75 items collected in July; successful July Farmers Market
E. Attendance at programs; Day Book Club and Evening Book Club (15); Adult attendance (623); Youth attendance (5180); Teen(35) Family (357)
F. Stats: Checkouts (5422); Door Count (3365); New patrons (14); Computer Use (262); Card holders (6175); Book a Librarian (26); Notary (5); License Renewal (7); sublimation (2) Narcan (4) ; Cricut (2); Live chat (5); Test proctoring (1)

Closed Session:

The meeting became closed under the Open Meetings Act https://www.ilga.gov/Legislation/ILCS/Articles?ActID=84&ChapterID=2 to discuss Director's annual year-end evaluation at 6:43 p.m. (5 ILCS 120/2)(exception 2 (c)(1) with a motion by Deen and a second by Honomichl Lewis and approved by acclamation.

Open Meeting Resumed: A motion by Deen with a second by Honomichl Lewis to move from a closed to open meeting at 7:21 and approved by acclamation. The open meeting resumed at 7:21 p.m. The Director's evaluation will be scheduled by the personnel committee.

Next Meeting Date: September 18, 2025 following the Library's Budget Hearing @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:23 p.m. by Roselle with a second by Schroeder and passed by acclamation.

Elaine Honomichl Lewis, Secretary