

**Public Hearing
Rochester Public Library District
Draft Minutes
9/18/25**

Public Hearing for Combined Annual Budget and Appropriation Ordinance

Meeting called to order: 6:00 p.m. by President Sarah Deen

Trustees present: President Sarah Deen, Secretary Elaine Honomichl Lewis, Trustee Karen Johnson, Trustee Melissa Roselle, Trustee Erich Schroeder (VIA Zoom)

Trustees absent: Vice President Bob Tepatti, Trustee Jessica Ingold

Library Staff: Director Janet McAllister

Visitors: None

Public Comment: None

B&A Ordinance:

- A. Review of B&A Ordinance No.2
- B. Motion by Trustee Schroeder with a second by Trustee Roselle to approve the Combined Annual Budget and Appropriation Ordinance No. 2 of the Rochester Public Library District for the Fiscal Year Beginning July 1, 2026 and ending June 30, 2026 and approved by President Sarah Deen, Secretary Elaine Honomichl Lewis, Trustee Karen Johnson, Trustee Melissa Roselle and Trustee Erich Schroeder

Adjournment: With no additional items on the agenda, a motion for adjournment at 6:05 by Trustee Johnson with a second by Roselle and approved by acclamation.

**Rochester Public Library District Board of Trustees Meeting
Draft Minutes
9/18/25
6:05 p.m.**

Meeting called to order: 6:06 p.m. by President Sarah Deen

Trustees present:

President Sarah Deen, Secretary Elaine Honomichl Lewis, Trustee Karen Johnson, Trustee Erich Schroeder, Trustee Melissa Roselle

Trustees absent: Vice President Bob Tepatti, Trustee Jessica Ingold

Library Staff: Director Janet McAllister

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. The regular 8/14/25 minutes were reviewed
- B. A motion to approve the 8/14/25 regular meeting minutes by Johnson and a second by Roselle; approved by acclamation.
- C. Review of the 8/14/25 Closed Meeting Minutes; a motion to approve the 8/14/25 Closed Meeting Minutes by Roselle with a second by Schroeder and approved by acclamation

Treasurer's Report/Approval of Bills:

- A. Bills and treasurer's report reviewed for month ending 8/31/25
- B. Budget is two months into the fiscal year 2025-2026; budget is on track after necessary

cuts which includes: library hours, library staff, library programs, publications, subscriptions, library technology

- C. Motion to approve treasurer's report and bills for months ending 8/31/25 by Honomichl Lewis with a second by Johnson; approved by Roselle, Deen, Johnson, Schroeder, Honomichl Lewis.

Unfinished Business: None

Committee Reports:

- A. Personnel– Met on 9/10/25 for Director's year-end evaluation; review of personnel policy
- B. Finance–Did not meet
- C. Joint Use– Met on 9/2/25 ; lights in public area completed by Village; next meeting 11/3/25.
- D. FOL Liaison–Met last week; FOL book sale Sept. 26-28

New Business:

- A. Budget narrative; reviewed and will be placed on Library's website under Library Financials
- B. Auditor–will continue to contact audit firms to schedule during 2026
- C. Personnel policy–updates reviewed; a motion to approve the updated personnel policy by Schroeder with a second by Johnson and approved by acclamation.

Other Business: None

Director's Report:

- A. Per Capita Grant check received–amount \$11,121.50
- B. Picnic tables purchased by FOL
- C. Library Crawl starts Oct. 1
- D. IMRF – error on their end will be corrected
- E. New battery purchased for alarm system
- F. Additional Narcan and Fentanyl test strips provided by the Phoenix Center
- G. Successful Farmer's Market for August with 690 attendees
- H. Checkouts/visits/storytime at senior living facilities: Rochester Estates and Carriages
- I. Library on Wheels- 8 deliveries; Swing Dance Class (9); Attendance at programs; Day Book Club and Evening Book Club (14); Adult attendance (741); Family (8)
- J. Stats: Checkouts (5422); Door Count (2398); New patrons (20); Computer Use (225); Card holders (5443); Book a Librarian (6); Notary (15); License Renewal (2); sublimation (3) Narcan (6) ; Cricut (7); Live chat (2); Test proctoring (1)

Next Meeting Date: October 9, 2025 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:05 p.m. by Roselle with a second by Johnson and passed by acclamation.

Elaine Honomichl Lewis, Secretary