Rochester Public Library District
Board of Trustees Meeting
October 9th, 2025
Minutes
6:03PM

Meeting Called to order: 6:03PM by RPLD Board President Sarah Deen

Trustees Present:	**Trustees Absent:**
President Sarah Deen	Secretary Elaine Honomichl Lewis
Vice President Bob Tepatti	Trustee Jessica Ingold
Trustee Karen Johnson	Trustee Melissa Roselle
Trustee Erich Schroeder	

In the absence of Secretary Honomichl Lewis, Vice President Tepatti was asked to take minutes.

Library Staff Present: Director Janet McAllister

Public Comment: No members of the general public were present; therefore, public comment was dispensed with.

Approval of Minutes of Public Hearing on 9/18/2025: The minutes of the RPLD Public Hearing for Combined Annual Budget and Appropriation Ordinance were reviewed. With one correction, the deletion of the 2nd reference to "Call to Order", the minutes of this meeting were approved as amended.

Approval of Minutes of regular RPLD Meeting on 9/18.2025: The minutes of the RPLD Regular Monthly Meeting for September 2025 were reviewed. Under "Director's Report, item D, IRMF was corrected to read IMRF. With this correction, the minutes, as amended, were approved.

Motion to approve both sets of minutes: The motion to approve both sets of minutes was made by Trustee Schroeder and seconded by Trustee Johnson. Both sets of amended minutes were unanimously approved.

Treasurer's Report/Approval of Bills: In the absence of an elected Treasurer, the Treasurer's Report was presented by President Deen. There were no unusual items. After discussion, Trustee Schroeder made a motion to approve the Treasurer's Report and Bills for the month ending 9/30/2025 with a 2nd by Trustee Johnson. The report was approved with the following voting as indicated:

To Approve:	**Not to approve:**
President Deen	No votes not to approve
Vice President Tepatti	
Trustee Johnson	
Trustee Schroeder	

Unfinished Business: None.

Committee Reports:

A. **Personnel:** did not meet
B. **Finance:** did not meet
C. **Joint Use:** did not meet
D. **FOL Liaison**: Karen reported that the recent Friends of Library (FOL) recent Book Sale had raised around $2,300 with another $1,000 from the Silent Auction. She reviewed FOL's activities noting that the FOL would be helping at the Fall Festival. She also noted that they were selling "book" bags of various sizes to raise money.

New Business:

A. **Levy Ordinance:** The Levy Ordinance was reviewed for the 3rd time. After discussion, Trustee Johnson moved to approve the report with a second by Trustee Schroeder. The ordinance was approved with the following voting as indicated:

To Approve:	**Not to approve:**
President Deen	No votes not to approve
Vice President Tepatti	
Trustee Johnson	
Trustee Schroeder	

B. **Lazerware – Windows 11:** 9 computers (6 staff, 3 public) need to be replaced and upgraded to Windows 11. A motion to approve the purchase of up to $9,000 of Special Reserve Funds was made by Trustee Schroeder and seconded by Trustee Johnson. The motion was approved with the following voting as indicated:

To Approve:	**Not to approve:**
President Deen	No votes not to approve
Vice President Tepatti	
Trustee Johnson	
Trustee Schroeder	

C. **Per Capita Requirements:** The per capita requirements were reviewed along with the per capita report. Areas were noted where we could not make progress due to budget and staffing limitations. Director McAllister noted that the Per Capita requirements had changed. No vote was required.

Other Business: None

Communications: None

Director's Report: Director McAllister indicated that she was working with the United Way Rural Advisory Committee; however, time constraints may force her to step away

from involvement with this worthwhile endeavor. She reported that the Fall Festival was the weekend of October 19th and that the staff was ready.
Director McAllister also referenced the upcoming staff training session.

Closed Session: Not needed.

Next Meeting Date: November 13th, 2025

Motion to Adjourn: At 6:30PM, with all business having been concluded, a motion to adjourn was made by Trustee Johnson with a second by Trustee Schroeder. The motion passed by acclamation

Respectfully submitted,
Bob Tepatti, Vice President as Secretary Pro Tem