

**Rochester Public Library District Board of Trustees Meeting**

**DRAFT MINUTES**

**2/12/26**

**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 Karen Johnson, Trustee Erich Schroeder, Trustee Melissa Roselle, Trustee Jessica Ingold

**Library Staff:** Director Janet McAllister

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 1/8/26 minutes were reviewed.
- B. A motion to approve the 1/8/26 regular meeting minutes by Roselle with a second by Tepatti; approved by acclamation.
- C. Closed Record review was completed by Tepatti and Honomichl Lewis on 1/8/26; it is too early to discuss/review existing open minutes and recordings. A second review to occur in 6 months.

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

- A. Bills and treasurer's report reviewed for month ending 1/31/26
- B. Budget is on track for FY 2025-2026
- C. Motion to approve treasurer's report and bills for months ending 1/31/26 by Ingold with a second by Tepatti ; approved by Roselle, Johnson, Tepatti, Schroeder, Honomichl Lewis, Ingold and Deen.

**Unfinished Business:** None

**Committee Reports:**

- A. Personnel—met 1/12/26—1. updates to personnel policy reviewed; 2. review of updated director's evaluation with a mid-year check in to review progress/goals. Next personnel meeting on 2/20 @ 2:30 p.m.
- B. Finance—to meet 3/17 @ 9:30 a.m.
- C. Joint Use—met 2/3/26; discussion of front door repairs on hold; Village and Library to share parking lot repairs. Gutter repairs, tree clean up agreed upon; the 30 year old bay windows are leaking and options are being explored to repair or replace. The next meeting is 5/5/26 @ 11:00 a.m.
- D. FOL Liaison—Friends met in Jan. Currently, Friends are organizing booksale, membership renewals and exploring fundraising ideas.
- E. Ad-Hoc Building Committee—met 1/20/26; Director created an XCEL sheet of all areas of the library needing maintenance. Areas of concern for this year: 30 year old carpet throughout the library is deteriorating and needs to be replaced ; 30 year old windows are leaking.

**New Business:**

- A. Personnel Policy; reviewed the updates to the policy. The library attorney has reviewed it as well. A motion to approve the update personnel policy by Roselle with a second by Schroeder and approved by acclamation.
- B. Capital Improvement Plan; plan will be reviewed yearly in Feb. and will include what capital improvements need to be made. A motion to approve implementing the capital improvement plan and reviewed yearly by Schroeder with a second by Johnson;

- approved by Roselle, Johnson, Tepatti, Schroeder, Honomichl Lewis, Ingold and Deen.
- C. FOIA and OMA reminder for training for board members
  - D. Parking Lot Repairs–the Village is managing the project. The Library to pay half. A motion to approve repairs for the parking lot of up to \$6,000 with Library paying \$3,000 by Honomichl Lewis with a second by Johnson and approved by Roselle, Johnson, Tepatti, Schroeder, Honomichl Lewis, Ingold and Deen.
  - E. Audit– Proposal received from Sikich. Tepatti to talk to Sikich about a one year audit for 2025-2026 ; board will review and vote on during March board meeting,

**Other Business:** None

**Communications:** Board members will be receiving email regarding economic interest between Feb. 2-May 1st ; should complete and submit.

**Director's Report:**

- A. Annual Library Certification due 3/30; IHLS L2 completed 1/9
- B. Ethic Committee procedures –attorney reviewing
- C. IHLS Tubs grant–awarded 20 new tubs
- D. Adult Services conducted 10 Library on Wheels deliveries and also visited Carriages and Rochester Estates for residents to check out books.
- E. The winter wear drive has collected 40 items so far.
- F. The Cabin Fever Program has 29 participants registered.
- G. Attendance at programs; Day Book Club (4); Adult 4 programs attendance (18); Youth 5 programs attendance (71); Teen 4 programs attendance (30) Family 4 programs attendance (72)
- H. Stats: Checkouts (4387); Door Count (2113); New patrons (19); Computer Use (200); Card holders (5644); Book a Librarian (2); Notary (7); Live chat (1); Sublimation (6); Video Conversion (1); Book Box (22)

**No Closed Session**

**Next Meeting Date:** March 12, 2026

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:22 p.m. by Tepatti with a second by Roselle and passed by acclamation.

Elaine Honomichl Lewis, Secretary