

Rochester Public Library District Board of Trustees Meeting
January 13, 2022
6:00 p.m.

Meeting called to order: 6:07 p.m. by President Jessica Ingold

Trustees present: President Jessica Ingold, Secretary Elaine Honomichl Lewis, Trustee Kimberly Kurtenbach, Vice President Jim Sichlau

Trustees absent: Trustee Krista Jiroutek, Trustee Diana Fairchild, Treasurer Sarah Deen

Library Staff: Director Janet McAllister

Visitors: None

Public Comment: None

Approval of Library Board Meeting Minutes:

The regular 12/9/21 meeting minutes were reviewed. A motion was made by Sichlau with a second by Ingold to approve the minutes; approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and report reviewed; nothing new to report.
- II. Motion to approve treasurer's report and bills for month ending Dec. 30, 2021 by Kurtenbach with a second by Sichlau and approved by Sichlau, Kurtenbach, Ingold, Honomichl Lewis.

Unfinished Business:

- I. ARPA Funds-no updates
- II. CIPA-still waiting to hear

Committee Reports:

- I. Personnel- did not meet. A meeting to be scheduled to review Director McAllister's goals as well as salary/operating budget for the upcoming fiscal year and beyond.
- II. Finance: Did not meet.
- III. Joint Use: Feb. 1 is the next meeting.
- IV. Building Committee: Met on Jan. 5th with John Chrastka from EveryLibrary.
 - A. Discussed best ways to move forward regarding the Library's future.
 - B. Suggested a survey/poll of the community be conducted regarding the feasibility of another ballot measure.
 - C. John Chrastka recommended 3 vendors with expertise in this area and experience working with libraries.
 - D. Next step is to confirm the timeline, discuss the process, and create an RFP to send to vendors. Personnel to meet to review salary/operating budget needed for future. Finance to also meet and review budget recommendations/requirements.
 - E. McAllister to distribute RFP request to board members to review and provide feedback.
- V. Strategic Planning Committee: Onhold for now; future meeting to be scheduled.

New Business

- I. Per Capita Requirements reviewed/discussed. Motion to approve Per Capita Requirements by Kurtenbach with a second by Sichlau and approved by acclamation.
- II. Illini Supply quote reviewed for storage and shelving in the Library Director's office. Motion by Honomichl Lewis with a second by Kurtenbach for storage and shelving for Director's office not to exceed \$2,400 and approved by Ingold, Kurtenbach, Honomichl Lewis and Sichlau.

Other Business:

Donations at Christmas; it was discussed to explore additional outreach for donations during the holidays.

Communications:

Cards and communications shared.

Director's Report:

- I. Board will need to review/read through the architect's numbers.
- II. Niche Academy can do Storytime on it; also can do crafts and music.
- III. Received \$541.44 from the Local Cures ACT.
- IV. Received memorial books for Dorothy Reynolds from the Dee and Cookies Book Club.
- V. Good attendance at Toddler Time-33; Storytime 47; Baby lapsit 29; outreach at Springfield Urban League, Beginning Steps, Silver Leaf and Boys and Girl Club
- VI. Blood drive hours will be expanded to 12:30–5:30. Over 310 items were also donated for Sojourn via the Peace Tree and appreciate our patrons for all of their donations. Forever Home Feline Ranch wish tree had 17 items donated as well. For the Holiday Story Walk, over 86 children and adults participated.
- VII. SHARE mobile library app is live; 28 patron users so far.

Monthly Library Stats:

Check Outs: 4950

Door Count: 2274

Card Holders: 6115

New Patrons: 13

Computer Use: 202

Adult attendance: 449

Kids attendance: 338

Teen attendance: 37

Materials added: 107

Book Box Subscription: 62

Homebound: 1

Withdrawn: 17

Repairs: 35

Wish List: 2

Notary: 1

DVD Conversion: 1

Closed Session: None

Next Meeting Date: February 10, 2022 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:15 p.m. by Ingold with a second by Honomichl Lewis and passed by acclamation.

Elaine Honomichl Lewis, Secretary