

Rochester Public Library District Board of Trustees Meeting
February 10, 2022
6:00 p.m.

Meeting called to order: 6:05 p.m. by Vice President Jim Sichlau

Trustees present: Secretary Elaine Honomichl Lewis, Trustee Kimberly Kurtenbach, Vice President Jim Sichlau, Trustee Krista Jiroutek, Trustee Diana Fairchild, Treasurer Sarah Deen

Trustees absent: President Jessica Ingold

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild and Bob Tepatti

Public Comment: None

Approval of Library Board Meeting Minutes:

The regular 1/13/22 meeting minutes were reviewed. A motion was made by Kurtenbach with a second by Jiroutek to approve the 1/13/22 minutes; approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and report reviewed; nothing new to report. 7 months into the fiscal year and on budget.
- II. Motion to approve treasurer's report and bills for month ending Jan. 31, 2022 by Kurtenbach with a second by Fairchild and approved by Sichlau, Deen, Kurtenbach, Jiroutek, Fairchild, Honomichl Lewis.

Unfinished Business:

- I. ARPA Funds- waiting for a document from Village clarifying what money can be spent on. A motion by Sichlau and a second by Deen to write a letter to the Village Board regarding the status of ARPA.
- II. CIPA-no update.

Committee Reports:

- I. Personnel: Met on 1/20/22; increase will be needed to get to \$15 this summer in order to remain competitive with other employers to retain/recruit staff. Reviewed Director McAllister's current evaluation and noted revisions to reflect current responsibilities. Ingold and Honomichl Lewis to highlight revisions and send it to the board to review by next meeting.
- II. Finance: Met on 1/20/22 operation increase projections were reviewed and discussed for both an operating budget and expansion budget. Everything has been cut and there's been no increase in the Library's current operation budget in 20 years. At a minimum, the operations budget needs to be increased and one additional staff member is needed.
- III. Joint Use: Met 2/1/22; Carpets were cleaned on 1/7. Car festival is being planned; an electric front door has been paid by the Library; Insurance has been paid. Waiting for a call on purchasing chairs. Next meeting is 4/5/22 @ 3:00.
- IV. Building Committee: Did not meet.
- V. Strategic Planning Committee: Onhold for now; future meeting to be scheduled.

New Business

- I. Architect Expansion/Remodel-Reviewed budget; the bonds person to calculate and inform board what it will be.
- II. Operating Budget Expansion: Reviewed and discussed; numbers seem to reflect what will be required.
- III. Audit: Engagement letter from Pehlman and Dold, P.C. reviewed. Audit is conducted every four years. A motion to approve the engagement letter from Pehlman and Dold, P.C. to not to exceed

\$5400 by Deen with a second by Jiroutek and approved by Fairchild, Deen, Sichlau, Honomichl Lewis, Kurtenbach, Jiroutek.

- IV. Survey Proposals: Change the dates to the letter to extend the date by 1 month for responses by 3/7/22. Motion to change the date to 3/7/22 by Deen with a second by Kurtenback and approved by acclamation.

Other Business

- I. Mask mandate will end at the end of Feb; no masks required in the library.

Communications

- I. The Library's Summer Reading Program received \$500 from Bank and Trust and \$725 from American Bank of Missouri.
- II. Cards and letters shared.

Director's Report:

- I. Friends of Rochester Public library Book Sale scheduled for 4/27-5/2.
- II. Adult Program Coordination position is open and has been posted. Devon has accepted another position.
- III. Tax Aide is scheduled through March.
- IV. New Library newsletter to be available by the end of Feb.
- V. Books will be taken to Carriage Crossing on Feb. 17.

Monthly Library Stats:

Check Outs: 4237
Door Count: 2072
Card Holders: 6132
New Patrons: 17
Computer Use: 193
Adult attendance: 16
Kids attendance: 192
Teen attendance: 12
Materials added: 127
Homebound: 3
Withdrawn: 253
Repairs: 24
Wish List: 2
Notary: 2
DVD Conversion: 1
Test Proctoring: 1

Closed Session: None

Next Meeting Date: March 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