

**Rochester Public Library District Board of Trustees Meeting**  
**11/10/22**  
**6:00 p.m.**

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

**Trustees present:** Trustee Diana Fairchild, Trustee Krista Jiroutek, Secretary Elaine Honomichl Lewis, Treasurer Sarah Deen, Trustee Kimberly Kurtenbach

**Trustees absent:** President Jessica Ingold

**Library Staff:** Director Janet McAllister

**Visitors:** Bob Tepatti

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 10/13/22 minutes were reviewed.
- B. A motion was made by Kurtenbach with a second by Deen to approve the 10/13/22 minutes; approved by acclamation.

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

- I. Bills and report reviewed for month ending 10/31/22; on track with budget and expenses.
- II. Motion to approve treasurer's report and bills for month ending 10/31/22 by Jiroutek with a second by Fairchild and approved by Honomichl Lewis, Deen, Sichlau, Kurtenbach, Fairchild, and Jiroutek.

**Unfinished Business:** None

**Committee Reports:**

- I. Personnel: Did not meet.
- II. Finance: Did not meet.
- III. Joint Use: Waiting for a response from the Village regarding a date/time to meet.
- IV. Building Committee: Creative Entourage online survey reviewed; next steps to review a new draft. A pilot test will occur before the actual survey implementation. January is the target date for the actual online survey.
- V. Strategic Planning Committee: Meeting to be held after survey completed.

**New Business**

- I. Ordinance No. 2023-5- Ordinance Adopting a Revised Challenges to Materials Policy was reviewed. A motion by Deen with a second by Sichlau to approve the Ordinance No. 2023-5 for the Ordinance Adopting a Revised Challenges to Materials Policy and approved by acclamation.
- II. Request for Reconsideration of Library Material form was reviewed; a motion to approve Request for Reconsideration of Library Material form by Jiroutek and a second by Deen and approved by acclamation.
- III. Media Conversion Policy—this policy has been updated and reviewed with a motion to approve by Honomichl Lewis with a second by Kurtenbach and approved by acclamation.
- IV. Technology Device Policy; this updated policy was reviewed and a motion to approve by Deen with a second by Honomichl Lewis and approved by acclamation.
- V. Circulation Policy; reviewed every two years
- VI. Programming Policy updated and reviewed.

**Other Business:** None

**Communications:** Articles and notes to the library were shared.

**Director's Report:**

- I. Ethics committee to serve two year terms: Bob Tepatti, Maggie Patterson and Beth Haupt.
- II. ILA State Library Grant; check of \$327.62 received.
- III. Library Audit is occurring with Pehlman and Dold.
- IV. Friends of the Library gave funds for a book repair machine for the library and the library appreciates the FOL for funding this.
- V. Holiday Storywalk at the library and park have both been updated.
- VI. Arrangements made with two different leaders in the Rochester community to bring a Kwanzaa and Hanukkah event on December 17.
- VII. Holiday Party with Santa scheduled for December 3.
- VIII. Good attendance at Toddler Time 74; Story time 97 Baby Lapsit 15; Homeschool 18; Family Program 14; STEAM 17. Outreach: Beginning Steps 30; SilverLeaf 25; Boys & Girls Club 25
- IX. Donation opportunities for December will be Mini O' Beirne Crisis Nursery and Feline Ranch.
- X. Fall Festival –over 800 attended from the community; 9 Library staff and 8 volunteers; 45 vendors and 132 cars at car show; 5K had 40 participants and pageant had 27.

**Monthly Library Stats:**

*Check Outs: 5065*  
*Door Count: 2738*  
*Card Holders: 6517*  
*New Patrons: 17*  
*Computer Use: 274*  
*Adult attendance: 1127*  
*Kids attendance: 560*  
*Teen attendance: 9*  
*Homebound: 4*  
*Book Box Subscriptions: 15*  
*Book a Librarian: 4*  
*Materials added: 117*  
*Withdrawn: 27*  
*Repairs: 20*  
*Cricut: 1*  
*Narcan: 22*  
*Notary: 4*  
*License Renewal: 3*  
*COVID Testing: 5*

**Next Meeting Date:** December 8, 2022 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:45 p.m. by Deen with a second by Jiroutek and passed by acclamation.

Elaine Honomichl Lewis, Secretary