

Rochester Public Library District Board of Trustee Meeting

8/11/22

6:00 pm

Meeting called to order: 6:10 by Vice President Jim Sichlau

Trustees Present: Trustee Diana Fairchild, Vice President Jim Sichlau, Trustee Krista Jiroutek

Trustees Absent: President Jessica Ingold, Secretary Elaine Honomichl Lewis, Treasurer Sarah Deen

Library Staff: Director Janet McAllister

Visitors: Mary Fairchild, Bob Tepatti

Public Comment: Marty Fairchild announced that the Fire Protection District of Trustees has an opening. Must live in the district and be of legal voting age.

Approval of Library Board Meeting Minutes:

- A. The regular 7/14/22 open meeting minutes were reviewed. A motion was made by Kurtenbach with a second by Fairchild. Approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and report reviewed for month ending July 31st.
- II. Two CDS at Bank and Trust and dates corrected for maturity. Double checking with Bank of Springfield to be sure they are all closed out.
- III. Lines were removed from budget that were not being used.
- IV. Motion to approve treasurers report and bills for month ending July 31st, 2022 by Kurtenbach and second by Fairchild and approved by Fairchild, Sichlau, Kurtenbach, Jiroutek and Deen.

Unfinished Business: None

Committee Reports:

- I. Personnel: Did not meet
- II. Finance: Met and updated budget. Money from the village was added to the budget. Money was added back in to technology and special reserve.
- III. Joint Use: Did not meet.
- IV. Building Committee: Did not meet. Discussions that this committee will be leader for referendum.
- V. Strategic Planning Committee: Did not meet.

New Business:

- I. Survey service agreement: Janet needs to sign and scan and return to Creative Entourage. Kurtenbach will follow up with Creative Entourage.

- II. Tentative B & A Ordinance: Ordinance number 2. Motion to accept B & A ordinance by Fairchild and second by Kurtenbach. Approved by Fairchild, Sichlau, Kurtenbach, Jiroutek and Deen. Signed by Vice President Jim Sichalu and Trustee Krista Jiroutek. Next meeting will now be September 15th per guidelines.
- III. IPLAR: Numbers are comparative to previous years. Jessica Ingolds email will be updated. Information on webpage has been updated. Numbers pulled from last treasurer's report. Janet asked for two board member to confirm that secretary's minutes are correct. President and secretary's name will be listed confirming that the numbers are accurate on the report. All information will be sent to state library. Motion made that the document is complete by Deen and second by Fairchild: approved by acclamation.
- IV. License Plate renewal site: Staff feels this will be a good service to the community. DMV now requires that you go inside for certain services. Library would obtain software to provide sticker renewal. Available M-F from 10 am – 5 pm. Tuesday evenings until 8 pm. Managers would be in charge of distributing and handling process. Library would charge \$5 for service. Beth has completed steps for training. Library would be able to provide sticker renewal for patrons that are interested. Motion to approve new program by Kurtenbach and seconded by Deen. Approved by acclamation.
- V. Illinois Family Bereavement Leave Act: Recently the leave was updated from 3 days to 5 days. Governor has added the Family Bereavement Leave grants up to 10 days. This has been documented in employee information. Motion to approve Bereavement Leave by Kurtenbach and seconded by Deen. Approved by acclamation.

Other Business:

- I. Kurtenbach asked if a Boy Scout could work to improve the sign in front of the library. Potentially moving the sign away from the corner. Investigating options including a digital sign in front of the library. Will also need to meet with joint use and the village. Possibly landscaping around the sign – low maintenance. Discussed lowest options to completely replacing the sign.
- II. Story Walk – another Scout would like to possibly work to pave around the Story Walk so patrons are not standing in the mud while viewing the stories. Possibly using pavers or concrete.

Communications:

- A. Paperwork from bank showing two CDS.
- B. Grant information.

Director's Report:

- I. Rescheduling CPR for December staff training.
- II. Narcan training during staff day. Extra is for patrons that are interested.
- III. Covid Testing site.
- IV. Scheduling for audit.
- V. 437 kids signed up for summer reading. 74 adults sign up for summer reading.

Monthly Library Stats:

Check outs: 5756

Door Count: 3996

New Patrons: 17

Computer Use: 224

Card Holders: 6237

Adult Attendance: 415

Kids Attendance: 859

Teen Attendance: 19

Homebound: 15

Materials Added: 163

Withdrawn: Repairs: 17

Wish List: 36

DVD Conversion: 4

Notary: 5

Cricut: 4