

Rochester Public Library District Board of Trustees Meeting
4/11/24
6:00 p.m.

Meeting called to order: 6:00 p.m. by President Sarah Deen

Trustees present:

President Sarah Deen, Treasurer Diana Fairchild, Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis, Trustee Kimberly Kurtenbach, Vice President Jessica Ingold

Library Staff: Director Janet McAllister

Visitors: Marty Fairchild, Chad Carver

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. The regular 2/8/24 minutes were reviewed. The board did not meet in March due to severe weather conditions.
- B. A motion was made by Kurtenbach with a second by Tepatti to approve the 2/8/24 minutes and approved by acclamation.

Treasurer's Report/Approval of Bills:

- I. Bills and treasurer's report was reviewed for months ending 2/28/24; 3/31/24- FY 2023-2024 Fiscal Year is on track.
- II. Motion to approve treasurer's report and bills for months ending 2/28/24; 3/31/24 by Kurtenbach with a second by Tepatti and approved by Deen, Kurtenbach, Fairchild, Tepatti, and Schroeder, and Honomichl Lewis.

Unfinished Business: None

Committee Reports:

- I. Personnel: Met on 4/11/24; discussed raises needed for staff; currently below living wage for staff and other local libraries are paying higher salaries. A 5.9% raise across the board was reviewed and will next go to the Finance Committee to review.
- II. Finance: Will meet on 4/23/24
- III. Joint Use:
 - a. Sign dedication May 6
 - b. Joint Use to meet in April
 - c. Need to look at resurfacing the parking lot
 - d. Pictures and a quilt will be hung in the community room after it's painted.
- IV. Building Committee: Met on 2/27/24 looked over revised plans
- V. Finance Communication Ad Hoc Committee: Will meet 5/1/24
- VI. Membership Recruiting Ad Hoc Committee: Talking to, and organizing list of volunteers

New Business:

- A. Reminder of filing of economic interest
- B. Personnel Policy-Benefits Workers Comp –discussed and reviewed; a motion to approve the updated personnel policy to include Benefits Workers Comp information by Kurtenbach with a second by Tepatti and approved by acclamation.
- C. Personnel Policy-VESSA-discussed and reviewed; a motion by Honomichl Lewis with a second by Schroeder to approve the updated personnel policy to include VESSA–approved by acclamation
- D. Board Bylaws-discussed and reviewed; a motion by Ingold with a second by Kurtenbach and approved by acclamation

Other Business-None

Communications: Farmers Market mentioned in the ILA Reporter; Bond for treasurer has been set up; Friends of the Rochester Public Library donated \$300 for Summer Reading Craft Box.

Director's Report:

- I. Friends Library Sale April 26-29
- II. Presenting at R.F.S. conference 4/19 and conference in Chicago in May
- III. Two-factor authorization set up for cell phone
- IV. 105 tax returns completed through AARP clinic at the library
- V. 25 items donated for the formal wear donation
- VI. Vendors are currently signing up for Farmers Market
- VII. Led a Family Reading Night at EC 1; 8 therapy dogs were there and attended by 327.
- VIII. The gym at RUMC can be used for Summer Reading Program kick-off.
- IX. Will have a table at Rochester STEM Fair as well as a family night at EC1 and another Family Reading night
- IV. Attendance at library programs-Toddler and Storytime (106); Family Literacy at ECI (327); Cops for Kids (4); Eclipse Program (9) and 500 eclipse glasses handed out; Teen programs (42); Outreach SUL (69); Boys and Girls Club (25); Beginning Steps (53); Silverleaf(55)

Monthly Library Stats

*Check Outs: 5713 Notary: 5
Narcan: 10 Materials added: 95
Teen attendance: 42 Repairs: 42
Adult attendance: 127; Family Program Attendance: 873
Book a librarian: 5 Kids attendance 450
Card Holders: 6223 Live Chat: 4
Withdrawn: 32
Cricut: 1 License renewal: 9
Door Count:3051 Sublimation: 2
New Patrons: 21 Computer Use: 246
Wish List: 2
Book Box: 21*

Next Meeting Date: May 9 2024 @ 6:00 p.m.

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

Elaine Honomichl Lewis, Secretary