

Rochester Public Library District Board of Trustees Meeting
6/13/24
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: Krista Jiroutek, Jamie Rachlin from Meristem Advisors (via Zoom)

Public Comment: None

Approval of Library Board Meeting Minutes:

- A. The regular 5/9/24 minutes were reviewed.
- B. A motion was made by Kurtenbach with a second by Deen to approve the 5/9/24 minutes and approved by acclamation.
- C. Closed minute review to occur in July by Fairchild and Honomichl Lewis.

Treasurer's Report/Approval of Bills:

- I. Bills and treasurer's report was reviewed for months ending 5/31/24; Fiscal Year is on track. End of fiscal year will be June 30, 2024 Working budget for 2024-2025 continues.
- II. Cost of accounting services increased by \$1200 per year; for the remaining fiscal year, will be taken out of staff and trustee development line item.
- III. Motion to approve treasurer's report and bills for months ending 5/31/24 by Schroeder with a second by Tepatti and approved by Deen, Kurtenbach, Fairchild, Tepatti, Ingold, and Schroeder, and Honomichl Lewis.

Unfinished Business: None

Committee Reports:

- I. Personnel—did not meet; Director's yearly evaluation to be distributed and completed and reviewed at July meeting.
- II. Finance: Met May 13th to review the working budget for 2024-2025. Budget hearing in two months, There's a need to continue to look at cuts as prices for services, materials, insurance, utilities are continuing to increase.
- III. Joint Use—next week the painter will look at the community room and suggest paint colors.
- V. Finance Communication Ad Hoc Committee—did not meet.
- VI. Membership Recruiting Committee—board to provide names; committee completed and will disband.

New Business

- A. Jamie Rachlin Meristem Advisors (via Zoom) gave a presentation to review what needs to be considered for ongoing operations and expansion of the Library.
 - a. Library has currently drawn down its existing reserves; it does not have sufficient resources for ongoing operations, renovation and expansion of the Library.
 - b. A referendum is needed in November to increase the 2024 levy to generate revenue for both capital and operating costs; bond would be for 20 years.
 - c. First receipts from the referendum would occur in June 2025.
 - d. A combined bond and operating question on the Nov. ballot was discussed.
 - e. A motion by Kurtenbach with a second by Ingold for proposed operations and building expansion from 0.248% to a rate of 0.668% and approved by Fairchild, Tepatti, Kurtenbach, Ingold, and Schroeder, Honomichl Lewis, and Deen.

Other Business

- I. As board develops articles for future newsletter, articles need to be 250 words or less
- II. Circulation Policy—price for copying on Library's printer to go up to .25 for black and white; .50 for color. A motion to change copy price to .25 for black and white and .50 for color by Tepatti with a second by Honomichl Lewis and approved by Fairchild, Tepatti, Kurtenbach, Ingold, and Schroeder, Honomichl Lewis, and Deen.
- III. Director's Evaluation for 2023-2024 needs to be completed and reviewed at the July board meeting with a personnel meeting scheduled with Director McAllister following the July meeting.

Communications

- I. Newspaper articles and a small feature on the Farmers Market were shared
- II. Thank you notes from patrons were also shared.

Director's Report:

- I. Donation received in memory of Dorothy Roy
- II. Insurance information for building received and under review
- III. Friends report \$1,189 in sales from latest book sale
- IV. Farmers Market has 19 vendors with positive feedback and good attendance by the community
- V. LTC Grant—a new knee scooter and upright walker
- VI. Formal wear drive continuing with 44 items of clothing
- VII. Day Book Club met at Mockingbird Bakery; Evening Book Club at the Library; Foxtrot dance class had 11 in attendance.
- VIII. Summer Reading and Adult Summer Reading Programs are underway.
- IV. Attendance at library programs—Toddler and Storytime and Babylapsit (154); SUL (71) Beginning Steps (33); Silverleaf(45)

Monthly Library Stats

Check Outs: 5454 Notary: 1

Narcan: 6 Materials added: 100

Teen attendance: 3 Repairs: 21

Adult attendance: 30;

Book a librarian: 1 Kids attendance 343

Card Holders: 6255 Live Chat: 5

Withdrawn: 25

License renewal: 10

Door Count: 2634 Sublimation: 11 New Patrons: 18 Computer Use: 205

Wish List: 4

Next Meeting Date: July 11, 2024 @ 6:00 p.m.

Adjournment: With no additional items to discuss, a motion for adjournment at 7:52 p.m. by Tepatti with a second by Kurtenbach and passed by acclamation.

Elaine Honomichl Lewis, Secretary