

**Rochester Public Library District Board of Trustees Meeting**  
**7/11/24**  
**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:** Tanner Hennsey, Marty Fairchild

**Public Comment:** None

**Approval of Library Board Meeting Minutes:**

- A. The regular 6/13/24 minutes were reviewed.
- B. A motion was made by Kurtenbach with a second by Deen to approve the 6/13/24 minutes and approved by acclamation.
- C. Closed record review to be completed by the next board meeting in August.

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

- I. Bills and treasurer's report was reviewed for months ending 6/30/24; end of fiscal year was 6/30/24—budget is on track; cuts had to be made throughout the year to keep within the budget.
- II. Motion to approve treasurer's report and bills for months ending 6/30/24 by Schroeder with a second by Kurtenbach and approved by Deen, Kurtenbach, Fairchild, Tepatti, Ingold, and Schroeder, and Honomichl Lewis.

**Unfinished Business:** None

**Committee Reports:**

- I. Personnel—board to meet tonight to complete the Director's yearly evaluation during the closed meeting.
- II. Finance: Met on 7/11/24. The budget ordinance to go to the attorney; the board to review and vote on in September.
- III. Joint Use—Met with the group who will be painting the community room; the paint has been chosen and the plan is to paint the first week of September. Parking lot resurfacing is on hold for now; Deen to reach out to see about the bids/next steps.
- V. Finance Communication Ad Hoc Committee—no longer will meet

**New Business**

- A. Patron Conduct Policy—reviewed and discussed
- B. Technology Plan —reviewed the updates; a motion to approve the updated technology plan by Tepatti with a second by Fairchild and approved by acclamation.
- C. Inter-Library Relationships Policy —reviewed and discussed
- D. Director's Evaluation to occur during Closed Session

**Other Business**—none at this time

**Communications**

Newspaper articles shared

**Director's Report:**

- I. IPLAR is in progress; stats are being gathered
- II. Newsletter information due date is August 12
- III. Jacob attended notary training and cataloger continuing education
- IV. Summer reading program is going well and has 253 participants
- V. Summer rec program has 232 participants
- VI. Farmers' Market is completely full with 19 vendors and 1 food truck; over 300 people in attendance from Rochester community
- VII. Attendance at library programs-Toddler, Storytime and Babylapsit (221); Summer Movie (146) Read to Cole (7); Day and Evening Book Clubs (16); Blood Drive (13); Medicare Seminar (11) iCash event (10)

VIII. Attendance at Library Summer Family Programs : Snake & Turtle (113); Whip Guy (90); Dance CO (107); Water Day (202)

IX. Fiscal Year 2024 Statistics:

- 1,161 items added to the library
- 150 donations added
- 13 items replaced from donations
- 44 Wishlist purchases
- 327 items withdrawn/deleted
- 424 repairs
- 153 Book Boxes (68 adult, 85 youth)

### **Monthly Library Stats**

*Check Outs: 6484 Notary: 1*

*Narcan: 7 Materials added: 91*

*Teen attendance: 37 Repairs: 25*

*Adult attendance: 351*

*Book a librarian: 1 Kids attendance 886*

*Card Holders: 6261 Live Chat: 5*

*Withdrawn: 10*

*License renewal: 11*

*Door Count: 3355 Sublimation: 1 New Patrons: 10 Computer Use: 409*

*Wish List: 2; Cricut 5*

### **Closed Session:**

Meeting became closed under the Open Meetings Act at 6:34 p.m. (exception 2 (c)(1) with a motion by Deen and a second by Honomichl Lewis and approved by acclamation.

**Open Meeting Resumed:** A motion by Deen with a second by Honomichl Lewis to move from a closed to open meeting at 7:20 and approved by acclamation. Open meeting resumed at 7:21 p.m. The Director's evaluation will be scheduled by the personnel committee.

**Next Meeting Date:** Aug. 8, 2024 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:22 p.m. by Tepatti with a second by Kurtenbach and passed by acclamation.

Elaine Honomichl Lewis, Secretary