

**Rochester Public Library District Board of Trustees Meeting**  
**10/10/24**  
**7:00 p.m.**

**Meeting called to order:** 7:02 p.m. by President Sarah Deem

**Trustees present:**

Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis, Trustee Kimberly Kurtenbach, President Sarah Deem, Treasurer Diana Fairchild

**Trustees absent:** Vice President Jessica Ingold

**Library Staff:** Director Janet McAllister

**Visitors:** None

**Approval of Library Board Meeting Minutes:**

A. The regular 9/19/24 minutes were reviewed.; a motion was made to approve the 9/19/24 minutes by Kurtenbach with a second by Tepatti and approved with acclamation.

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

- A. Bills and treasurer's report was reviewed for months ending 9/30/24; budget is on track. QuickBooks line item expense to be moved to correct line item/category next month.
- B. Motion to approve treasurer's report and bills for months ending 9/30/24 by Deem with a second by Tepatti and approved by Kurtenbach, Deem, Fairchild, Tepatti, and Schroeder, and Honomichl Lewis.

**Unfinished Business:** None

**Committee Reports:**

- A. Personnel to meet on 11/14/24 @ 5:30
- B. Finance—Did not meet.
- C. Joint Use—Parking lot resurfacing to occur; since the Village is signing the contract, a sealed bid process is not required per the Library attorney. Dedication ceremony to occur on Oct. 27 for the new artwork in the Community Room.
- D. Building Committee—Did not meet

**New Business—None**

**Other Business:**

Director McAllister shared the budget cuts that have already occurred in 2024 including hours, streaming services, SJR subscription, reduced hours, no purchasing of new music or audio CDs, materials for kits, Hoopla for ebooks/eaudio restricted membership. Additional budget cuts will need to occur if the proposed Nov. 5 referendum is not passed.

**Communications**

- A. Open house of the Library was held prior to this board meeting. Library Board Members were available for the public to tour the Library and ask questions about the proposed Nov. 5 referendum.
  
- B. Articles in Rochester Times and Library News shared

**Director's Report:**

- A. IHLS Aspen Discovery/Automated Handlers–barcode duplicator completed
- B. Auto doors–Tee Jay–repair needed
- C. Staffing Training Day, Oct. 14–CPR and AED
- D. Fall Festival Oct 19
- E. Website views 9,879
- F. Attendance at programs: Day and Evening Book Clubs (13); Swing Dance Class (10); Canva for Educators (4); Sweater Weather Sublimation Tech Class (22); Pumpkin Sign Paint Night (8); 18 new library cards during Library Card Sign up Month; Raxxos partnered with Library to give away 3 gift cards; Senior Storytime at Carriage Crossing (6) Rochester Estates (7)
- G. Staff training–serials training, barcoding training and NACO training through Library of Congress

**Monthly Library Stats**

*Check Outs: 4730*

*New Patrons: 19*

*Computer Use: 345*

*Narcas: 5 Materials added: 66*

*Repairs: 55*

*Adult attendance: 506*

*Book a librarian: 12*

*Card Holders: 6046 Live Chat: 5*

*Withdrawn: 670*

*License renewal: 8 Notary: 11*

*Door Count: 2624 Sublimation: 4*

*Wish List: 3 Cricut: 2 DVD Conversion: 1*

*Adult Attendance: 506 Teen attendance: 22 Kids Attendance: 244*

**Next Meeting Date:** November 14, 2024 @ 6:00 p.m.

**Adjournment:** With no additional items to discuss, a motion for adjournment at 7:43 p.m. by Kurtenbach with a second by Tepatti and passed by acclamation.

Elaine Honomichl Lewis, Secretary