

Rochester Public Library District Board of Trustees Meeting
Final Approved Minutes
12/12/24
6:00 p.m.

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

Trustees present:

Trustee Erich Schroeder, Trustee Bob Tepatti, Secretary Elaine Honomichl Lewis, Trustee Kimberly Kurtenbach, President Sarah Deen

Trustee absent: Vice President Jessica Ingold

Library Staff: Director Janet McAllister

Visitors: Steven Lewis

In Memoriam of Diana Fairchild; appreciation expressed by the board for Diana's dedicated service as Treasurer and trustee of the Rochester Library Board

Approval of Library Board Meeting Minutes:

- A. The regular 11/14/24 minutes were reviewed; a motion was made to approve the 11/14/24 minutes by Deen with a second by Tepatti and approved with acclamation.
- B. Closed 11/14/24 minutes reviewed; a motion to approve the 11/14/24 closed minutes by Kurtenbach with a second by Tepatti and approved with acclamation.

Treasurer's Report/Approval of Bills:

- A. Bills and treasurer's report reviewed for months ending 11/30/24; legal expenses are currently 200% of of the line item budgeted for attorney fees for the year; latest FOIA request resulted in \$5,500 in attorney fees
- B. \$35,600.30 is in checking account from the Illinois Fund to pay for the Library's portion of the parking lot
- C. Motion to approve treasurer's report and bills for months ending 11/30/24 by Kurtenbach with a second by Schroeder and approved by Tepatti, Kurtenbach, Deen, Schroeder, and Honomichl Lewis

Unfinished Business: None

Committee Reports:

- A. Personnel— met on 11/14/24; reviewed policy with proposed updates
- B. Finance—Did not meet
- C. Joint Use—Did not meet

New Business:

- A. Appointment of Ethics Commissioner—tabled until January board meeting
- B. Appointment of Board officers—tabled until January board meeting
- C. FY 2024 Annual Financial report—reviewed; to be submitted to the Illinois State Comptroller; motion to approve the FY 2024 Annual Financial Report with edit by Tepatti with a second by Honomichl Lewis and approved by Tepatti, Kurtenbach, Deen, Schroeder, and Honomichl Lewis
- D. Personnel Policy-3.01—Remote Work policy—new; 3.03—updated Circulation Mgr to Patron Services Mgr; 7.1 Vacation and Leave—updated; 8.2-Travel Policy—updated. A motion to approve the updated Personnel Policy by Schroeder with a second by Kurtenbach and approved with acclamation.
- E. Circulation Policy—reviewed with updates; a motion to approve the updated Circulation Policy by Tepatti with a second by Kurtenbach and approved with acclamation.
- F. Exhibits and Display Policy—reviewed with updates; a motion to approve the updated Exhibits and Display Policy by Kurtenbach with a second by Schroeder and approved with acclamation

Other Business: None

Communication: Director McAllister shared thank you notes and donations by patrons;

Director's Report:

- A. Over 150 participants at the Santa Program held at the Library
- B. Additional FOIA request by AFP; a request for add'l 5 days; items to be gathered
- C. Last FOIA request by AFP resulted in \$5550 in attorney fees
- D. Building insurance–Village advised it has significantly increased
- E. Have not received invoice from the Village for the Library's portion of the parking lot
- F. Garden cleaned up and winterized
- G. Per capita requirements; read by next board meeting
- H. Youth services is getting quotes for mechanical doors for restrooms for LTC grant
- I. Drives include: Winter Wear; Feline Ranch; Mini O'Brien Crisis Nursery
- J. Attendance at programs; Library on Wheels (10 deliveries); Salsa Dance (13 people registered); Toddler Time and Storytime (89); Baby lap sit (39); Teens (20); Outreach-SUL(198); Beginning Steps and Silverleaf (104); EC1 (67) Day and Evening Book Club(11); Book Box (55)

Closed Session: None

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

Adjournment: With no additional items to discuss, a motion for adjournment at 6:33 p.m. by Kurtenbach with a second by Tepatti and passed by acclamation.

Elaine Honomichl Lewis, Secretary