

ROCK RIVER LIBRARY DISTRICT

806 1st Avenue
Silvis, IL 61282

BOARD MEETING on September 21, 2016 at the Silvis Public Library

The board of the Rock River Library District met on September 21, 2016, at the Silvis Public Library.

Present: Nancy Ashbrook, Director Pat Held Pauline Tomlinson
 Joanne Riedl Kathleen Farrell Stacy Bawden
 Lucille Mumma Carole Karenke

President, Joanne, called the meeting to order at 6:30 p.m. There was no one present for public comment. The July 20, 2016 minutes were read and approved with motion made by Carole and seconded by Stacy. Motion carried. Kathleen presented the Treasurer's Report which was approved with motion by Pauline and seconded by Pat. Motion carried.

Nancy presented copies of eBook statistics which look good at 69 for the month. She also advised that IPLAR was completed prior to the deadline.

Nancy advised that her AFR training was completed. Deadline for AFR has been extended for 60 days and will be completed by next board meeting. RRLD Records Retention/Disposal was discussed. Our records will be added to those of Silvis Library for disposal per requirements. This will be completed by our next meeting.

Regarding the RRLD Schedule/Checklist, at each Board meeting, Nancy will furnish the board a checklist for that month's items to be completed. Preferred Format for Documents was discussed. Nancy furnished draft copies of each Ordinance. The Tentative Budget "working papers" will be identified as "Tentative Budget & Appropriations for Ordinance YY-02."

Nancy stated that perhaps the Board would want Imogene Jensen to work on a history of Rock River District.

Trustee packets for spring elections were given to Carole and Stacy with instructions to return completed forms to Nancy. Joanne advised she will not be running in the election. Kathleen submitted her letter of resignation from the board.

The board discussed a donation to the Silvis Library in the amount of \$4,962.85 for one of the glass study rooms done during the recent renovation. Motion to approve was made by Pat and seconded by Stacy. Motion carried.

The Tax Levy, Ordinance 16-04, commencing July 1, 2016, was discussed and approved with motion by Stacy and seconded by Carole. Motion carried. The final levy will be adopted in October.

Nancy advised we do not need a Truth in Taxation hearing. The form was approved and signed with 7 ayes and 0 nays. Financial Statement, Ordinance 16-05, was approved with motion by Carole and seconded by Pat. Motion carried.

Organization Procedures were discussed. Motion to adopt the administrative procedures and guidelines was made by Pat and seconded by Stacy. Motion carried. A discussion was held regarding the RRLD History document. Motion to accept this document as amended was made by Stacy and seconded by Lucille. Motion carried.

Regarding the promotional mailer, Nancy presented copies of her information thus far. Joanne and Kate had no further information. Discussion was held regarding legal definition of a Quorum, which is 4. Also discussed the need to revise the By-Laws which will be done in April to increase the Quorum to 4.

Joanne shared information from her September 14 conversation with Kip Kolkmeier, ILA Legal Advisor and Legislative Consultant, regarding annexation and legislative action to transfer Rock River Board duties to Silvis.

A discussion was held regarding the format for Cash on Hand in the budget.

Nancy reviewed Closed Sessions Compliance. Review April and September.

Motion was made by Lucille and seconded by Carole to pay Silvis Library \$33,281.42 per contractual obligation. Motion carried.

Motion was made by Carole and seconded by Pat to make the following school donations:
Eagle Ridge \$1,250 Bowlesburg \$750 Silvis \$750 Northeast \$750 UTHS \$750

Motion carried. There were no Library Wishes at this time.

Funding for the Summer Reading Program was discussed and tabled until either April or May.

Items to be placed on next month's agenda:

- a. Closed session compliance
- b. Adopt tax levy
- c. Discuss Treasurer paying bills over the winter. Will need Treasurer over the winter.
- d. Discuss long-range plans
- e. Complete per-capita grant requirements since part of per-capita due in January 2017.

The Board went into Closed Session at 7:35 pm and adjourned Closed Session at 7:45 pm. There being no further business to bring before the Board, Pauline made a motion to adjourn which was seconded by Lucille. Motion carried and the meeting adjourned at 7:47 pm.

The last Board meeting this calendar year is Wednesday, October 19, 2016 at 6:30 pm at Silvis Public Library.

Respectfully submitted,

Pauline Tomlinson, Secretary