

Rock River Library District Board Meeting – September 20, 2017

806 1st Avenue, Silvis, IL 61282

Wednesday – October 11, 2017

Minutes

Present: Pat Held, President, Stacy Bawden, Treasurer, Julie Black, Secretary, Pam Bragg, Mary Snook and Lucille Mumma

Absent: Carole Karenke

Staff: Nancy Ashbrook - Director

Meeting called to order by Pat at 6:32

There was no one present for public comment.

Approval of minutes from previous meeting as amended: Moved by Julie and seconded by Pam - unanimous approval.

Approval of Treasurer's report: Moved by Julie and seconded by Pam – unanimous approval.

Director's report:

- Nancy reported that eBook check-outs had another slight drop in September. There was a drop in checkouts from August 2017 to September 2017 from 332 to 281. This clearly shows there is still a high interest in this service per month. Nancy noted that new Christmas books should be coming soon and is likely to increase interest in these books soon. There was also a very slight increase in overdrive check outs from 189 to 190.
- Ordinance 17-05 Treasurer's Financial Statement has been sent to be published and is due in December.
- Nancy explained the change in Library District's audit procedures by Illinois and passed the letter from the state for members to read. Nancy explained that this change does not take effect until 2019 and she has discussed this with other library directors. There is a belief that these changes may be amended before they are finalized in 2019.
- Annual Financial Report just became available to be completed. Nancy explained that she will get that completed by November 15 and it is due by December 27.
- OMA certificate is needed for Carole Karenke and Mary Snook.
- Prevailing Wage Rates were updated September 1 and will be filed with Prevailing Wage 17-03.
- Promotional mailer issues were discussed. Pam questioned if the mailing was worth doing. Nancy suggested that we try sending them at least three times. It was discussed that perhaps we could offer a prize of some type to people who brought in their postcard to the library. That way we could see if they were received and if people read them.

- Per Capita Grant Application is still not available at the time of this meeting. It is due January 15, 2018. Requirements for Board to review safety issues was excluded as RRLD contracts with Silvis and does not own any assets. Nancy will email it to members of the board for review when it is completed.

Unfinished Business:

- Per Capita Grant Application Requirements, 2018 – Trustees were to read chapters 1-5 of the 4th edition of Trustee Facts. Some members still needed to complete this.
- Together we viewed the YouTube video “Workplace Fire Safety”.
- Ordinance 17-04, Tax Levy was reviewed and moved by Julie and seconded by Pam. It was voted unanimously approved. The Ordinance was signed by Pat and Julie as required to be filed.
- With discussion, the board looked at the school library donations that is annually given by the board. It was moved by Pam and seconded by Julie to increase the donation given to Eagle Ridge school library. This would increase the donation from \$750 to \$1500. This change was unanimously approved. There was a motion by Julie and seconded by Mary to approved the donations to all of the other school libraries as it was last year. This was approved unanimously. Those donations were to UTHS \$750, Bowlesburg \$750, George O.Barr \$750, Northeast Junior High \$750.
- There was a motion to allow Pat and Stacy to pay winter bills as they arise. It was moved by Pam and seconded by Julie. It was voted unanimously to approve.
- There was a motion to pay eRead Illinois which comes due in January. It was moved by Julie and seconded by Pam. This was approved unanimously.
- The motion to pay contract payments to the Silvis Library over the winter months was made by Stacy and seconded by Lucille. This was approved unanimously.

New Business (on the agenda for April meeting):

- Review Rock River Library Board Bylaws
- Discuss funding for Summer Reading Programs
- Discuss long range plans
- Review closed session minutes
- Library wishes (none at this time)
- Director’s Report to include unclaimed property and other reports.

It was moved by Julie and seconded by Pam to adjourn. It was unanimously approved.

Meeting adjourned at 7:20 pm.

Next RRLD meeting – Wednesday, April 18, 2018 at 6:30 at the Silvis Library

Respectfully submitted,

Julie Black