

ROCK RIVER LIBRARY DISTRICT - BOARD MEETING

Electronic Meeting

Wednesday, April 15, 2020 at 6:30 p.m.

Minutes

Present: Pat Held (President), Carole Karenke (Vice President), Stacy Bawden (Treasurer), Julie Black (Secretary), Pam Bragg, Joanne Riedl, Linda Johnson, and Amy Fry, Library Director

1. Call to Order – Meeting called to order at 6:40 by Pat Held
2. Public Comment: - None
3. Approval of Minutes. – The minutes were amended by Joanne. A motion was made by Carole and seconded by Pam. It was approved unanimously.
4. Treasurer’s Report: A motion was made by Pam and seconded by Joanne. The motion was approved unanimously.

5. DIRECTOR’S REPORT

- a. Unclaimed Property Report Status: completed October 29th, 2019.
- b. Annual Financial Report (AFR) Status: submitted December 11th, 2019.
- c. ILLINET Status: completed on March 18th, prior to the March 31st deadline.
- d. Per Capita Grant Status: completed prior to deadline. Due to the COVID crisis, award letters are being sent out later than usual. I will update the board with the award when I receive our letter.
- e. Library Certification Status: completed on March 18th, prior to March 31st, 2019 deadline.
- f. Statements of Economics Interest: Due to the COVID-19 crisis, the County Clerk’s office is working with limited staff/hours and are behind getting the Economic Statements of Interest sent out. When you do receive yours, please completed it and send it to the county as soon as possible. While the due date may be changed due to the late mailing, they are currently due by April 30th, 2019. Please fill this out and return it when you receive it.
- g. COVID-19 Closing: Due to recommendations by the CDC, the QC COVID-19 Coalition, and Illinois Governor’s “Shelter-In-Place” order, the Silvis Library closed on March 17th. As of now, the plan is to reopen on May 1st. However, that date could change if local schools remain closed or the Governor extends the “Shelter-In-Place” order.

i. March –

1. Circ Stats - In 2019, for the entire month of March, the library had 2068 circulations. In 2020, at the time of the closing, the library had 1568 total circulations. If the library had not closed, they were on track to exceed 2800 circulations.
2. E-Books - The “shelter-in-place” order likely contributed to this month’s increase in e-book circulation. 255 Overdrive checkouts in March 2019 vs. 379 Overdrive checkouts in March 2020.
3. Website -The “shelter-in-place” order also likely contributed to this month’s increase in website traffic. Website Page Views were up 33.3% from February (3,468 to 4,622) and visitors to the website were up by 29.1% from(2039 to 2632).
4. Programming - The library provided 13 “live” programs before the closing – with a total attendance of 92. During remaining portion of March when the library was closed, the staff posted 43 pre-recorded/share Facebook posts, including: storytimes, e-resources, museum tours, recipe swaps, yoga sessions, book reviews. This were all resources found on the internet. The staff also used the last two weeks of March to beginning planning all original content for April and May.

ii. April –

1. The library is posting wholly original content on their social media sites (Facebook, Instagram, TikTok).
 - a. LIVE EVENTS – These events are important because the count as ACTIVE programming stats. All original content.
 - i. Statistics must be gathered immediately following the program.
 - ii. Upcoming programs: Storytimes (Thursdays at 6pm), Pre-School Yoga (Saturdays at 10am), Nintendo LABO Builds (Sundays at 3:30pm), Adult Classes: Pour Painting/Knitting/Figure Drawing/Paint-A-Long/String Art (Mondays at 4:30pm), Adult

Book Club (Last Monday of each month at 5pm), Teen Advisory Board Meetings on GotoMeetings (Last Tuesday of Month at 6pm), Homework Heroes on GotoMeetings (Monday @4pm), and Virtual Escape Rooms (TBD)

b. PRE-RECORDED EVENTS – Counted as PASSIVE PROGRAMMING

statistics. These events are easier to created and can fill in where LIVE events aren't possible. All original content.

i. Statistics can be gathered at the end of the month.

ii. Upcoming Pre-recorded posts: Virtual BINGO, Recipe Swaps, Anime Manga Videos (Learn Japanese and Anime Trivia), Tutorial Videos (Crafternoon, S.T.E.A.M., Storytime Crafts), Tween Book Club, Coloring Contests, Virtual Escape Rooms, DIY Teen Crafts (Wind Chime and Lava Bottle), Virtual Scavenger Hunts

2. Continuing Education – While working from home, the librarians have: watched 18 webinars (totaling 44.5 training hours) and 2 videos, read 7 articles/readings and 2 self-care resources, and performed reader's advisory services (32 book reviews on the Silvis Library's Goodreads Page).

3. Staff Meetings – Since the March 17th closing, the staff have mostly communicated through Facebook Pages (created only for staff), email, text messaging, and virtual meetings. Amy created a Facebook Page for staff as a place to communicate about work – and to check in with each other. Through this page, Google Documents are shared and invites to virtual meetings are posted. There have been 7 virtual meetings since the closing: 2 Staff meetings (weekly), 2 Programmer's Meetings (weekly), 2 Escape Group Planning Meetings, and 1 RAILS Update,

4. Documents Filed:

1. Ordinance 18-04 (Tax Levy)

a. Sent to County Clerk prior to December 26 th , 2018 deadline (along with Truth in Taxation)

2. List of Rock River Library District Board Trustees (address, phone, position)

- a. Sent to County Clerk prior to the Jan 31st deadline

6. Unfinished Business

- a. Approve Payments to Silvis – Stacy reported that amount would be \$20,015.84 – This was moved by Joanne and seconded by Pam – motion passed unanimously. Stacy will mail the check to Amy due to “social distancing” policy.
- b. Discuss Long-Range Plans – An updated Long-Range Plan was presented. A motion to accept the Long-Range Plan 2020-2022 was made by Linda and seconded by Joanne. The motion passed unanimously.
- c. Review (RRLD Bylaws) – Amy presented the Rock River Bylaws without any suggested changes. A motion to accept the Bylaws, as is, was made by Joanne and seconded by Pam. The motion passed unanimously.
- d. Review – Closed Sessions Minutes – Per the City of Silvis, this should be done at an in-person meeting. A motion to table this until a later meeting was made by Joanne and seconded by Linda. The motion to table the Closed Session Minute Review passed unanimously.

7. New Business

- a. RRLD Contract with Silvis – The Draft of the Contract with Silvis was presented by Amy. Trustees should look this over and be ready to vote on it at the May meeting. Please look this over prior to the next meeting.
- b. Discuss Ordinance 20-01 (Meeting Dates & Times) – The Draft of Ordinance 20-01 was presented by Amy. Trustees should look this over and be ready to **vote on it at the May meeting.**
- c. Discuss Ordinance 20-02 (Tentative Budget & Appropriation) – Amy presented a draft of the Tentative Budget & Appropriations for FY20-21. As mentioned earlier in the meeting, the Per Capital award letter has not been received yet. Amy used the same award number as last year a placeholder for now. **This will be discussed again at the May meeting.**
- d. Discuss Ordinance 20-03 (Prevailing Wage) – Per a new Illinois State Law (P.A. 100-1177), local

governments no longer need to approve, file, or publish an annual Prevailing Wage Ordinance each June. This law went into effect of June 1st, 2019.

e. Discuss Trustee Per Capita Grant Requirements for FY20-21 – The State Library is closed due to COVID-19. 2021 Per Capita Grant Requirements have not been released yet. Amy will update us on this at the May meeting.

f. Nomination of Officers – Our current officers are: Pat Held (President), Carole Karenke (Vice President), Julie Black (Secretary), and Stacy Bawden (Treasurer). After some discussion, Carole convinced Joanne to run for vice present, which she agreed to do. Other officers have agreed to run for the offices that they currently hold. Voting on Officers will be done at the May meeting.

g. Library Wishes – none currently.

8. Items to be placed on next meeting's agenda

Approve Contract with Silvis

Approve 20-01 (Meeting Dates)

Approve 20-02 (Tentative Budget & Appropriations), for posting and review.

Set Hearing Date for Tentative Budget

Elect Officers

Discuss Per Capita Requirements

9. An adjournment motion was made by Linda and seconded by Stacy at 7:18 p.m. It was unanimously agreed.

Respectfully submitted by Julie Black

NEXT Regular Board Meeting for Rock River Library District

Wednesday, May 20th, 2020, 6:30 PM