

**ROCK RIVER LIBRARY DISTRICT BOARD MEETING**  
**Electronic Meeting**

Tuesday, November 3rd, 2020 at 6:30 p.m.  
Minutes

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

Absent: Carole Karenke

Agenda:

1. Call to Order – Meeting called to order by Pat Held at 6:30 p.m.

2. Public Comment: None

3. Approval of Minutes.

A motion was made to approve the September 2020 minutes as presented.

A motion was made by Julie and seconded by Joanne to approve the minutes.

After the motion was moved and seconded, Pat opened the floor up to discussion.

The Board President, Pat Held, requested a Roll Call Vote, ending with the Board President.

Carole Karenke – absent

Julie Black – yes

Stacy Bawden – yes

Joanne Riedl – yes

Pam Bragg – yes

Linda Johnson – yes

Pat Held – yes

**There are six votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *September minutes* are adopted.**

4. Treasurer's Report:

There were no bills presented.

A motion was made to approve the Treasurer's Report as presented.

A motion was made by Julie with the correction of dates from Oct. 21 to Nov. 3. It was seconded by Pam.

After the motion was moved and seconded, Pat opened the floor up to discussion.

The Board President, Pat Held, requested a Roll Call Vote, ending with the Board President.

Carole Karenke – absent

Julie Black – yes

Stacy Bawden – yes

Joanne Riedl – yes

Pam Bragg – yes

Linda Johnson – yes

Pat Held – yes

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**There are six votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *Treasurer's Report* is approved.**

## 5. DIRECTOR'S REPORT

- a. Remodeling Project – The project is nearly finished. An outside company was hired to take photos, shot short videos (for social media), and create a Google 360 tour of the remodeled space. This will be completed on Thursday.
- b. COVID-19 Plan – The State of Illinois will be re-implementing COVID restrictions, beginning tomorrow. At that time, the library will go back to Curbside Service only. Those hours will be 10-6 Mon-Thurs and 10-3 Fri-Sat.
- c. Annual Meeting with Silvis Library Board – Due to COVID 19, the Rock River Library Board and the Silvis Library Board cannot meet in person this year. Amy asked the board if they would like to virtually attend the November 9<sup>th</sup> or December 14<sup>th</sup> Silvis Board Meeting. It was decided to move this meeting to 2021.
- d. Updated Notes for 2021 Tax Levy – Amy has attached the updated Truth and Taxation and Tax Levy instructions.

## 6. Director's Review - At 6:40 pm, it was moved to convene in closed session to discuss employment, compensation, and employee benefits, as allowed in Exception 5 in Section 2c 5 1LCS 120/2 (A).

A motion was made by Joanne and seconded by Pam.

The Board came back from closed executive session at 6:44 pm.

A motion was made by Pam and seconded by Julie

## 7. Unfinished Business

- a. Per Capita Grant 2021 Requirements –Amy spoke to Pat Burg from the State Library on September 14<sup>th</sup>. This year's requirements are as follows:
  - i. Each Rock River Library board member and Silvis Public Library board member must read Serving Our Public 4.0 on their own.
    1. The Silvis Library Board was emailed the packet on July 12<sup>th</sup>. Each member completed the reading prior to their September meeting
    2. Rock River board members were emailed the packet on August 9<sup>th</sup>. Each member completed the reading prior to the September Board Meeting.
  - ii. The Silvis Library Board must review the chapter checklists as a group with the library director.
    1. This is on the agenda for their November 9<sup>th</sup> meeting.
    2. All checklists will be discussed during the meeting. – This will be reviewed at the Dec. meeting
  - iii. The Rock River Library District will be informed of the Silvis Library Board's checklist review.
    1. Per Pat Burg, because RRLD contracts with Silvis for all services, we do not need to review the checklists ourselves. Amy does, however, need to inform us what Silvis found during their review.
    2. This will be on the agenda for the December 2nd meeting.
    3. Ordinance 20-04 (Tax Levy) - The Board determined that the 2020 Levy would be \$82,000.00. No vote was taken.
    4. Truth in Taxation – A Truth in Taxation Hearing must be held if the levy will be increasing by more than 5% over the previous year's "Total Extension/Certified to Collect" amount. The proposed Tax Levy is less than a 5% increase, therefore does not require a Truth in Taxation Hearing. A Truth in Taxation Certificate, required by Rock Island County, will be signed at the December meeting.
    5. Annual Financial Report – This annual report is due December 27<sup>th</sup>. Due to auditing requirements, Amy needs the board to approve the report before it is submitted. The completed report will be presented at the December 2<sup>nd</sup> meeting.

6. Donations to Schools - A motion was made to approve school donations as follows: \$750 to United Township, \$750 to George O Barr, \$750 to Silvis Junior High, \$750 to Bowlesburg, and \$1500 to Eagle Ridge.

A motion was made by Joanne and seconded by Linda

After the motion was moved and seconded, Pat opened the floor up to discussion.

Pam suggested that because of COVID-19 and school being in person part-time and on-line part-time, that we should not donate this year and perhaps donate more next year.

There was some discussion about this.

Amy asked if the Board would like her to update the letter that is sent with the checks to include a request for information on how the school will be using the funds.

The Board President, Pat Held, requested a Roll Call Vote, ending with the Board President.

Carole Karenke – absent

Julie Black – no

Stacy Bawden – yes

Joanne Riedl – yes

Pam Bragg – no

Linda Johnson – yes

Pat Held – yes

**There are four votes in the affirmative and two votes in the negative. There is a two-thirds vote in the affirmative and the *school donations* were approved.**

- b. Treasurer to Pay Winter Bills – A motion was made to allow the Treasurer to pay Winter bills, as needed. There was a motion made by Julie and seconded by Joanne.

After the motion was moved and seconded, Pat opened the floor up to discussion.

The Board President, Pat Held, requested a Roll Call Vote, ending with the Board President.

Carole Karenke – absent

Julie Black – yes

Stacy Bawden – yes

Joanne Riedl – yes

Pam Bragg – yes

Linda Johnson – yes

Pat Held – yes

**There are six votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *Treasurer paying Winter bills* was approved**

- c. Payments to Silvis – A motion was made to pay the Silvis Public Library \$55,063.87 plus auction receipts of \$139.63.

A motion was made by Pam and seconded by Joanne.

After the motion was moved and seconded, Pat opened the floor up for discussion.

The Board President, Pat Held, requested a Roll Call Vote, ending with the Board President.

Carole Karenke – absent

Julie Black – yes

Stacy Bawden – yes

Joanne Riedl – yes

Pam Bragg – yes

Linda Johnson – yes

Pat Held – yes

**There are six votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *payment to Silvis Library* was approved**

- d. Library Wishes

- i. Rock River Mailing – A motion was made to approve up to \$1000.00 for a Rock River Library District mailing.

A motion was made by Julie and seconded by Joanne.

After the motion was moved and seconded, Pat opened the floor up to discussion.

Amy was able to compile a list of all addresses within the Rock River Library District (1,274). The cost to send a 6x9 USPS oversized postcard mailer to each household would be \$865.05. This quote is subject to change, month to month. Amy suggested we approve the mailing now but hold off on sending it out until COVID restrictions are lifted.

The Board President, Pat Held, requested a Roll Call Vote, ending with the Board President.

Carole Karenke – absent  
Julie Black – yes  
Stacy Bawden – yes  
Joanne Riedl – yes

Pam Bragg – yes  
Linda Johnson – yes  
Pat Held – yes

**There are six votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *Rock River Library District mailing* was approved**

- ii. Juvenile Collection Development – A motion was made to approve funding the purchase of books for the Silvis Public Library’s Juvenile Fiction Collection.

A motion was made by Pam and seconded by Pat

After the motion was moved and seconded, Pat opened the floor up to discussion.

Amy explained that the Silvis Library is just beginning a collection development project to fill in the incomplete series in the Juvenile Fiction section. This is an enormous project, totaling over 800 books. ShoShanna Wingert (Silvis Library’s Youth Service Coordinator) priced the entire list at \$3,496.10 – roughly an entire year’s budget for Juvenile Fiction. At most, the library can devote \$500 annually towards this project.

After discussion it was proposed to donate \$2000.00 now and perhaps additional money in the Spring.

The Board President, Pat Held, requested a Roll Call Vote, ending with the Board President.

Carole Karenke – absent  
Julie Black – yes  
Stacy Bawden – yes  
Joanne Riedl – yes

Pam Bragg – yes  
Linda Johnson – yes  
Pat Held – yes

**There are six votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *donation of \$2000.00 towards the purchase of Juvenile Fiction* was approved**

## 8. New Business

- a. Election Packets – Amy has made a packet for both Board members that are required to run in the 2021 elections (Pat Held and Linda Johnson). Each packet includes example forms. This year six signatures are needed for each trustee’s petition. Receipt of “Statement of Economic Interest” must be filed with nominating petitions. Both trustees will need to have their papers notarized and brought to the library Director, preferably by the middle of November – but no later than December 7<sup>th</sup>. Amy must file the returned documents between December 14-21<sup>st</sup>, 2020. Using the information in the packets, she will fill out a “Certificate of Ballot,” and submit it to the County Clerk’s Office (Elections Division).
- b. Statements of Economic Interest - Forms will be sent out by the County after January 1st and must be submitted by each board member by April 20, 2021.
- c. Unclaimed Property Report – Amy completed this annual report on November 1<sup>st</sup>. It is done.

d. Surety Bond Payments – Joanne noticed that, for the past two years, Rock River has paid the annual Surety Bond. However, it is in our contract with **Silvis board that they will pay this annually.**

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

- Ordinance 20-04 (Tax Levy) – Approve
- Truth in taxation – Secretary's Certificate
- Annual Financial Report – Approve
- Per Capita 2021 Requirements – Discussion
- Library Wishes

10. A motion was made by Julie and seconded by Joanne to adjourn the meeting.

The meeting was adjourned at 7:20 p.m.

**NEXT Board Meeting: Wednesday December 2<sup>nd</sup>, 2020, 6:30 PM**