

ROCK RIVER LIBRARY DISTRICT BOARD MEETING
Electronic Meeting
Wednesday, December 2nd, 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, Carole Karenke, Amy Fry, Library Director

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 November 2020 minutes as presented.

A motion was made by Joanne and seconded by Carole 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 – yes
Julie Black – yes
Stacy Bawden – yes
Joanne Riedl – yes

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

There are seven votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *November 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 Joanne. It was seconded by Julie.

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 – yes
Julie Black – yes
Stacy Bawden – yes
Joanne Riedl – yes

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

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There are seven 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. Per Capita Grant 2021 Requirements – Due to COVID-19, this year's Per Capita Grant due date has been pushed back to March 15, 2021.
 - i. This year's requirements are as follows:
 1. Each Rock River Library board member and Silvis Public Library board member must read Serving Our Public 4.0 on their own.
 - a. The Silvis Library Board was emailed the packet on July 12th. Each member completed the reading prior to their September meeting
 - b. Rock River board members were emailed the packet on August 9th. Each member completed the reading prior to the September Board Meeting. (Done)
 2. The Silvis Library Board must review the chapter checklists as a group with the library director.
 - a. This was completed at their November 9th meeting. (Done)
 - b. All checklists will be discussed during the meeting.
 3. The Rock River Library District will be informed of the Silvis Library Board's checklist review.
 - a. Amy Provided a rundown off all standards on the checklist that the library has recently worked on and are now meeting. These include:
 - i. The Library has adequate internal signage** – The library added signage throughout the library during the 2020 remodel. (Done)
 - ii. The library's lighting levels comply with lighting standards** – The library completed their conversion to LED lighting in 2020. (Done)
 - iii. The library building supports the implementation of current and future telecommunication and electronic information technologies.**
 1. The library moved to faster, more reliable, fiberoptic cable in 2019. (Done)
 2. The library strengthened the Wi-Fi signal in their parking lot in 2020. (Done)
 - iv. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.**
 1. During the library's 2020 remodel, they updated furniture throughout the library.
 - a. New computer desks with dividers to provide privacy and social distancing. (Done)
 - b. New tables and chairs in the Teen Area. (Done)
 - c. New rocking chair in the Children's Area. (Done)
 2. The library also added a new seating area, and Adult Reading Space in 2020. The area includes: 4 lounge chairs, a custom booth with electrical outlets, and a 4-person table with chairs.
 - v. Shelving in the children's area is scaled to their needs.**
 1. The library added browsing bins to their picture book area in 2020. (Done)
 2. The library purchased new, shorter, shelving for their Juvenile Fiction and Non-Fiction area in 2020. (Done)

vi. The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.

1. Due to COVID-19, the library has increased their adult and juvenile e-material spending throughout 2020. (The library will be purchasing more of these things.)
 - a. E-audiobooks
 - b. E-books
- b. Amy provided a rundown off all standards on the checklist that the library still working towards meeting. (These thing still need to be done.) These include:
 - i. Library maintains an understanding of the community by surveys, hearings, and other means** – The library is working on surveys to go out through Curbside service. It is their hope that they will get a better sense of what services patrons really need during this difficult time.
 - ii. Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel** – The library intends to work on this throughout 2021. (Take this to the Silvis Library Board)
 - iii. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.**
 1. The library has electronic signs on both sides of the building – as well as a “library flag.”
 2. The library would like to work with the City of Silvis to get additional street signs added to guide users to the building.
 - iv. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of cameras is displays.** (Just need to be updated)
 1. The library has signs up notifying the public that cameras are being used.
 2. The library security camera policy will be updated in 2021.
 - v. The library partners with young adults in the community to provide opportunities for leadership such as young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.**
 1. The library currently has a Teen Advisory Board.
 2. The library hopes to work with local schools, offering volunteer opportunities to teens who are required “Service Hours.”
 3. The library is working on a grant. If funded, this would cover the cost of GotoMeetings for the T.A.B., PPE supplies for teens, speaker fees, and supplies for programming/volunteering.
Example – hygiene bags for the homeless in our community.

vi. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

1. The library has offered basic computer programs in the past, using library staff. However, the programming was not well attended.
2. The library hopes to partner with community agencies in 2021 to host computer programming for their patrons.

vii. The staff and trustees participate in two or more cooperative activities with other community organization.

1. Library staff already exceed this standard.
2. Library board members will be working towards these standards in 2021. However, due to COVID-19, this may not be met until 2022.

viii. Ongoing Building Maintenance Checklist – The library has several areas that they needed to improve on. Beginning now, these standards will all be met.

1. Roof maintained TWICE a year
2. Building façade inspected yearly.
3. Parking lot resealed and restriped every 1-3 years.
4. Alarm system checked once a year.
5. Lighting inspecting and replaced every three months.
6. Automatic doors inspected every 6 months.
7. Window cleaning once a year.

- b. Ordinance 20-04 (Tax Levy) - The Board determined that the 2020 Levy would be \$82,000.00. A motion was made by Joanne and seconded by Julie 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 – yes
Julie Black – yes
Stacy Bawden – yes
Joanne Riedl – yes
Pam Bragg – yes
Linda Johnson – yes
Pat Held – yes–

There are seven votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *Tax Levy* was approved.

- c. 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, was signed by Pat Held.

- d. Annual Financial Report – This annual report is due December 27th. Due to auditing requirements, Amy needs the board to approve the report before it is submitted.

A motion was made by Julie and seconded by Linda

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

Joanne suggested that we just be sent the highlights for that report. There was some discussion about approving a report that we only have highlights about.

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

Carole Karenke – yes

Julie Black – yes

Stacy Bawden – yes

Joanne Riedl – yes

Pam Bragg – yes

Linda Johnson – yes

Pat Held – yes

There are seven votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *Annual Financial report* was approved.

A Certification of 3/5 Majority Vote Form was filled out. Amy will submit the AFR as presented prior to the deadline.

6. Unfinished Business

Items to be placed on next meeting's agenda

- Rock River Library District Bylaws
- 1 Year Closed Session Minutes
- Long Range Plans
- Payments to Silvis
- Library Wishes
- Joanne suggested that we may need to update the RRLB manual

7. It was moved by Julie to adjourn and was seconded by Joanne.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted by

Julie Black

NEXT Board Meeting: Wednesday April 21st, 2021, 6:30 PM