

ROCK RIVER LIBRARY DISTRICT BOARD MEETING
Electronic Meeting
Wednesday, April 21st, 2021 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 6:32 p.m.

2. Public Comment: None

3. Approval of Minutes:

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

A motion was made by Stacy and seconded by Pam 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 – ab.

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 *December 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. It was seconded by Linda.

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 – ab.

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's Report* is approved.

5. Director's Report

- a. Unclaimed Property Report Status: Amy completed on November 1st, 2020.
- b. Annual Financial Report (AFR) Status: Amy completed December 7, 2020.
- c. ILLINET Status: Amy completed on March 29, 2020.
- d. Per Capita Grant Status: Amy completed prior to deadline. Rock River Library District was awarded \$4328.75. However, the letter warns that funding may be significantly delayed – due to payment backlogs.
- e. Library Certification Status: Amy completed on March 29, 2020.
- f. Trustee Elections
 - i. Results: Amy confirmed that elections have been validated. Pat Held and Linda Johnson were both elected.
 - ii. Oath of Office: Was taken by Pat and Linda. Both took the following oath, "I, (their name) DO SOLEMNLY SWEAR that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of the Board of Trustees of the Rock River Library District to the best of my ability."
 - iii. Swearing In: Pat Held and Linda Johnson both took the oath of office. Both board members were asked to come into the library at their earliest convenience to sign.
- g. Statements of Economics Interest: Amy reminded the board to get these completed and sent to the county by April 30th, 2021. Some have already completed this.
- h. COVID-19 Phased Reopening Plan
 - i. Reopening of Building - The library building reopened (at 50% capacity) on Wednesday, March 24th. Programming is still being done virtually.
 - ii. Physical Meeting Space - The programming room is being used to store all the library's furniture – making the physical space for library meetings unavailable. Beginning in May, the physical location for Rock River Library District board meetings will need to temporarily relocate. Amy reserved the Silvis Police Department's Community Room (600 Illini Dr, Silvis, IL 61282) for the May, July, and September meetings. The board will continue to meet virtually, but any board members who would like to attend will meet at the Police Station Community Room. Amy has requested that only fully vaccinated board members attend in person, if possible.
 - iii. Library Hours - Beginning next Monday, April 19th, library hours will increase.
 1. Monday through Thursday 10am – 7pm
 2. Friday and Saturday 10am – 4pm
 3. Sunday - CLOSED
- i. Summer Reading 2021 – This year's program will be a hybrid of virtual and in-person programming. Logbooks and registration will be done through the Readerzone app. Programming will mostly be virtual – except for weekly performances held at the McGehee Center. Social Distancing, masks, and a 50% capacity will be in forced. Unfortunately, due to COVID-19, the library staff will skip promoting the program through school visits.
- j. LTC Grant Community Conversation - The Community Conversation will be held at the McGehee Center on July 27th, 5pm. Local, non-profit, organizations will be invited to meet with teens in our community in an effort to match volunteers with service opportunities. This grant is worth \$3000.
- k. Hot Spot Circulation - So far, the library has purchased 11 hot spots for patron checkout. Hotspots are being processed now and should be available for checkout by May 1st. Funding for hot spots was provided by donations from the Lowell N Johnson foundation and the LTC Grant. The check-out is for one week.
- l. Building Maintenance
 - i. Parking Lot - The library's vestibule is flooding every time it rains. This issue began after the parking lot was resurfaced. The Public Works Department is working to resolve this issue. Amy will update the board at the May meeting.

- ii. Roof – The roof sprung a leak following the last storm. Amy reached out to Economy Roofing and it was quickly repaired. Public Works will be in to replace the ceiling tiles next week. This has now been repaired.
- iii. Windows – two windows began leaking (Children’s and Young Adult sections) during the last rainstorm. Amy reached out to a local window repair company and they were caulked. If this does not resolve the issue, they will need to be replaced.
- iv. Gutters - Amy is going to reach out for an estimate of gutter replacement costs.
- v. Electronic Signs – Both of the electronic signs are not allowing updating. Amy has reached out to the Advantage Electric. They will be in next week to repair them.
- vi. Awning - Amy is going to reach out for an estimate for an awning above the outdoor programming space.
- m. Open Meetings Act (OMA) Training - After discussion with the City Clerk, it has been recommended that all library trustees complete the OMA certification at the beginning of each term – not just their initial appointment. Amy has asked that Pat Held and Linda Johnson complete this training prior to the May meeting.
 - 1. Open Meetings Act Certification can be found at <http://foia.ilattorneygeneral.net/>
 - 2. Amy will email Linda and Pat the link following tonight’s meeting.
 - 3. We will need to do retraining for OMA after the election (90 days).
- n. Documents Filed:
 - i. Ordinance 20-04 (Tax Levy): Sent to County Clerk prior to deadline (along with Truth in Taxation)
 - ii. Ordinance 20-05 (Treasurer’s Financial Statement: Published and sent to County Clerk. Unfortunately, there was an error and the ordinance had to be republished. The corrected Treasurer’s Financial Statement has been published and proof of publication has been sent to the County Clerk.
 - iii. List of Rock River Library District Board Trustees (address, phone, position): Sent to County Clerk prior to the Jan 31st deadline
 - iv. Certification of Ballot: Submitted on December 11th to the Rock Island County Elections Department.
 - v. Ballot Proof for Election: Submitted February 26th to the Rock Island County Elections Department.

6. Unfinished Business

- a. Approve Payments to Silvis - Stacy reported that amount would be \$15,274.97
- b. A motion was made by Joanne and seconded by Julie.
After the motion was moved and seconded, Pat opened the floor up to discussion. There was no additional discussion.

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

Carole Karenke – ab	Pam Bragg –yes
Julie Black – yes	Linda Johnson –yes
Stacy Bawden – yes	Pat Held –yes
Joanne Riedl – 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 *Payments to Silvis* were approved.

- c. Discuss Long Range Plans – Amy presented the Long-Range Plans that were approved in 2020. These plans will need to be updated in 2023. This has been done.

- d. Rock River Library District Bylaws (Review) – Amy presented the Rock River By-Laws that were approved in 2020. These include the Checking Account Minimum Policy and the Electronic Meeting Attendance Policy. Joanne moved that bylaws be passed as amended. This was approved by all.
- e. Closed Session Minutes (Review) - Per the City of Silvis, this should be done at an in-person meeting. This will be discussed again when the entire board can meet in-person. At that time, closed session minutes from 2019-2021 will be reviewed.

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.**
- b. Discuss Ordinance 21-01 (Meeting Dates & Times) - The Draft of Ordinance 21-01 was presented by Amy. Trustees should look this over and **be ready to vote on it at the May meeting.**
- c. Discuss Ordinance 21-02 (Tentative Budget & Appropriation) - Amy presented a draft of the Tentative Budget & Appropriations for FY21-22. Trustees should look this over and be ready to vote on it at the May meeting.
- d. Discuss Ordinance 21-03 (Currently Prevailing Wage) - Per 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. Beginning next year, Amy will no longer put Prevailing Wage on the agenda for discussion. Our current FY-04 (Tax Levy) ordinance will become our FY-03 ordinance.
- e. Discuss Trustee Per Capita Requirements for FY21-22 - The State Library has not posted the Per Capita Grant Requirements yet. Amy believes they will be similar to last year (review of all checklists in Serving the Public 4.0). Amy will update us on this at the May meeting.
- f. Nomination of Officers - Our current officers are: Pat Held (President), Joanne Riedl (Vice President), Julie Black (Secretary), and Stacy Bawden (Treasurer). Voting on Officers will be done at the May meeting. Nominations are:
 - i. President: Pat Held
 - ii. Vice President: Joanne Riedl
 - iii. Secretary: Julie Black
 - iv. Treasurer: Stacy Bawden
- g. Library Wishes –
 - i. Series Donation Update - The library purchased 239 juvenile books with the \$2,000 donation that RRLD gifted them in December. This donation, along with a \$2000 donation from the Lowell N Johnson Foundation completed their Juvenile Fiction Series replacement project. In the future, Amy anticipates asking Rock River to help fill series in other collections throughout the library.
 - ii. Mailing Update – The library is still very interested in sending a postcard mailing to all Rock River Patrons. This was approved in 2020, but Amy would like to wait until the library is fully opened before sending. She will address this again later.

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

- Approve Contract with Silvis
- Approve 21-01 (Meeting Dates)
- Approve 22-02 (Tentative Budget & Appropriation), *for posting and review.*
- Set Hearing Date for Tentative Budget
- Elect Officers
- Discuss Per Capita Requirements

9. It was moved by Julie to adjourn and was seconded by Joanne
The meeting was adjourned at 7:02p.m.

Respectfully submitted by
Julie Black

**NEXT Board Meeting: Wednesday July 21st, 2021, 6:30 PM
At the Silvis Police Department Community Room.**