

ROCK RIVER LIBRARY DISTRICT – Board Meeting

Location: 600 Illini Dr, Silvis, IL 61282 (Community Room – Silvis Police Station)

Wednesday, July 21st, 2021, 6:30 PM

The meeting was called to order at 6:31.

Present: President, Pat Held, Vice-president, Joanne Riedi, Treasurer Stacy Bawden, Secretary Julie Black, Pam Bragg, Carole Karenke, Linda Johnson and Amy Fry, Library Director.

Public Comment: None

Agenda:

1. Approval of Minutes.

A motion was made to approve the May 2021 minutes as presented.

The motion was made by Pan and seconded by Joanne.

After the motion was moved and seconded, Pat opened the floor up to discission and followed by a vocal vote.

There were seven votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *May 2021 minutes* are adopted.

2. Treasurer's Report:

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

A motion to approve the report was made by Julie and seconded by Pam.

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

There were seven votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *July 2021 Treasurer's Report* is approved.

3. Director's Report

- a. COVID-19 Phased Reopening Plan - The library has moved to the next phase of their COVID-19 Reopening Plan. On July 1st, the library returned to full operating hours (Mon-Thurs 9am-8pm, Fri & Sat 9am-5pm) and made the following changes:

- Capacity – Return to 100% capacity.
- Furniture – Return furniture for patron use
- Masks –
 - mask restrictions were lifted for patrons visiting the library.
 - During in-house events, due to the small size of the Programming Room, unvaccinated participants will still be required to wears masks. Vaccinated participants may go without.
 - Vaccinated staff may go without a mask if they have provided proof of vaccination. Unvaccinated staff are still being required to wear a mask.
- Quarantine – Library materials are no longer being quarantined.

- Programming – Limited Adult and teen events will be able to be held in-person again. However, until younger children can be vaccinated, there will not be any children’s events held inside the library building.
 - Curbside – One parking spot is still dedicated to “Curbside Service.”
- b. Open Meetings Act (OMA) Training - Amy reached out to the Attorney General's office by phone in May and found out that their site had been compromised as was their email. They are working to correct this and will not penalize any trustees that do not complete the training within the 90 period. A note was recently added to the website stating:

We are sorry this section of the Illinois Attorney General's is currently down.

Notice to public body members and Open Meetings Act (OMA) designees who are required by section 1.05 of OMA (5 ILCS 120/1.05) to complete the Public Access Counselor's (PAC) electronic training curriculum:

The PAC web page is presently being repaired, therefore the OMA electronic training, as well as the Freedom of Information Act electronic training, are inaccessible. There is no set completion date for the website repairs at this time. Please note public body members and designees are not penalized for failure to complete the electronic training within the statutory time periods.

Please call 1-877-299-3642 if you have any questions

- c. IPLAR Status - The Illinois Public Library Annual Report is due by September 1st of each year. Amy will begin working on this August 1st.
- d. Staff Changes - Susan Seville resigned as the Assistant Director in June. The position was filled internally by Rachel Carter, the former Adult Programmer. The Adult Programmer position was filled externally by Marianna Bautista.
- e. Documents Filed - A list of trustees and newly elected officers was emailed to the County Clerk’s Office and the Illinois State Library. A proof of Publication was submitted to the County Clerk’s Office.
- f. Building Maintenance – The window replacement is still ongoing. The gutters are done and the lobby has not flooded again so it is hopeful that problem has been corrected.
4. Unfinished Business
- a. Discuss Trustee Per Capita Requirements for FY21-22 – The State Library has not posted the Per Capita Grant Requirements yet. At this time, the State Library has advised us to anticipate that the requirements will be similar to last year (review of all checklists in Serving the Public 4.0). Amy will update us on this at the August meeting.
- b. Ordinance 21-02 (Budget & Appropriations) – A motion was made by Julie and seconded by Joanne to approve Ordinance 21-02 as presented.

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

There are seven votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and *Ordinance 21-02 (Budget & Appropriations)* is approved.

5. New Business

- a. Discuss Ordinance 21-04 (Tax Levy) – Amy included a handout that goes over taxes, levy, and truth in taxation. Please look over and ask questions at next meeting. We will vote at the October meeting.
- b. Discuss Truth in Taxation - This information is included in the handout for 21-04. Amy asked that the trustees review this prior to the next meeting.
- c. Discuss 21-05 (Treasurer’s Financial Statement) - Amy created the Treasurer’s Financial statement, but we will not vote on it until the September meeting. It is included in the packet so trustees can view it. Amy wanted us to notice that the Per Capita check was received and deposited directly into the Silvis Library’s account. This is noted at the end of the Check Registry. Amy also included a copy of the Per Capita check stub and deposit slip.
- d. Library Wishes –
 - i. Rock River Mailing – While the library’s services are *almost* back to normal, Amy suggested we still hold off on sending the mailing until all programming is back in-house. This will not happen until younger children are allowed to be vaccinated – possibly Fall 2021. (Perhaps will donate \$1,000)
 - ii. Centennial Celebration – At the May meeting, Amy asked if the Rock River Board would be interested in helping to cover the cost of hiring a local author to update the Silvis History Book. The author that was initially interested in the project has decided not to take it. Amy will update the Board again at the September meeting – Amy is still looking for an author to take on the project.
 - iii. Collection Development – Amy is continuing to improve the library’s collections by filling in missing items within series. This year, she is focusing on Adult Fiction, Large Print, and Inspiration. Amy estimates that the total cost of this project will be over \$5,000.00. Amy asked the RRLD to consider donating (including books) towards this project. It was asked if we received letters from the school money donations from last year. Amy has located those letters and has sent them out to each board member.

6. Items to be placed on next meeting’s agenda

- Summer Reading Statistics
- Present Tax Levy (not adopted until October meeting)
- Determine if Truth in Taxation Hearing will need to be held
- Adopt 21-05 Treasurer’s Financial Statement
- Discuss School Donations (Approve in October)
- Discuss Treasurer to pay winter bills (Approve in October)
- Discuss Payments to Silvis (Approve in October)
- Discuss Per Capita Requirements - if available
- Discuss Trustee training – short take videos at meetings
- IPLAR status – Amy should be done
- Library Wishes (RRLD mailing, Centennial Celebration, Collection Development) including books and \$1,000 possible donation.

7. A motion was made by Julie and seconded by Stacy to adjourn the meeting. The motion was approved, and we adjourned at 6:58.

Respectfully submitted,
Julie Black
RRLB Secretary

NEXT Board Meeting: Wednesday September 15th, 2021, 6:30 PM
WE WILL BE MEETING IN-PERSON
SILVIS PUBLIC LIBRARY – 806 1ST AVENUE, SILVIS IL 61282