

ROCK RIVER LIBRARY DISTRICT – Board Meeting
SILVIS PUBLIC LIBRARY – 806 1ST AVENUE, SILVIS IL 61282
Wednesday, November 3, 2021, 6:30 PM

The meeting was called to order at 6:30.

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

Public Comment: None

Agenda:

1. Approval of Minutes.

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

The motion was made by Stacy and seconded by Pam.

After the motion was moved and seconded, Pat opened the floor up to discussion 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 *September 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 Stacy and seconded by Julie.

After the motion was moved and seconded, Pat opened the floor up to discussion and a 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 *September 2021 Treasurer's Report* is approved.

3. Director's Report

a. Open Meetings Act (OMA) Training - As of today, November 3rd, the training is still unavailable. If training becomes available, prior to the next board meeting, Amy will email the board.

b. Staff Changes - The Silvis Library is currently fully staffed. Minda Powers-Douglas was hired for the part-time Adult Programmer position. Katelynn Hesser was hired for the full-time Youth Services Coordinator position. They should both be fully trained by the end of November. Once the coordinators are trained, Amy will continue training Rachel for the Assistant Director position – beginning with item cataloging in December. This had to be put on hold while they were understaffed.

c. Silvis Public Library Centennial Committee: The first meeting of the Centennial Fundraising Committee was Monday, October 11th at 5 pm (Silvis Library, Programming Room). Fundraising ideas were discussed. The first fundraiser, Yoda library cards, has been ordered. The next meeting will be held December 14th at 5 pm in the library programming room. The Yoda card will cost \$3.00 each with the money going to the Centennial Fund.

d. City Council Presentation (Year in Review): Amy presented her Annual Library Report at the October 19th City Council Meeting. A Packet has been provided for each board member to review at their leisure.

e. Food for Fines: During the month of November, patrons can bring in non-perishable (unexpired) food items for credit towards their library fines. Each item removes \$1 in fines, a maximum of 10 items per patron. Credits will NOT be applied to lost/damaged items or collection fees. Those without fines are also encouraged to donate items as each item will be used anonymously to forgive another patron's fines. Items must be dropped off at the circulation desk and cannot be placed in the book return. All donations will be given to local food pantries in Silvis.

f. Winter Reading: Winter Reading Begins December 1st and runs through February 28th. The program will be like last year. Registration and reading logs will be done through the Reader Zone app. Sponsored by the Friends of the Library and Royal Neighbors. Amy will update the board with statistics at the April board meeting.

g. Trustee Training (Short Takes Videos): Due to technical difficulties did not watch a video tonight. Beginning with the April 2022 board meeting, Amy will present a short trustee training video for each meeting. For this evening's training, the board went over the updated Tax Levy preparation instructions.

h. Trustee/Staff Handout: The handout was included with the City Council Report. Amy asked the trustees to email her a photo that they would like to use for this. She will send the completed RRLD handout to each trustee through email.

Updated Notes for Tax Levy: Amy handed out the updated Truth and Taxation and Tax Levy instructions. Joanne led the discussion explaining the notes. Amy gave a special thanks to Joanne and Pam for updating these notes! Thank you, Joanne, for explaining this to us.

j. Bank Slips: Joanne has suggested that we investigate advertising at local banks through their deposit slips. This will be presented again at the next meeting once I have had time to investigate it further. Amy will continue to look into this.

k. Reports Completed: Unclaimed Property Report (November 1st, 2021)

l. Documents Published: Ordinance 21-05 (Treasurer's Financial Report) will be published Monday, November 8th. Amy will then submit 21-05, along with a copy of the check ledger, to the County before the deadline (December 30th - last Thursday in December)

6. Director's Review: At 6:58 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 Julie and seconded by Joanne.

The Board came back from a closed executive session at 7:32 pm.

A motion was made by Julie and seconded by Joanne.

7. Unfinished Business

a. Discuss Trustee Per Capita Requirements for FY21-22 – 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.** Amy sent all trustees a digital copy of *Serving the Public* after the October meeting.

1. The Silvis Library Board members completed the reading prior to their October meeting.
2. Rock River board members completed the reading prior to the October meeting.

ii. **The Silvis Library Board must review the chapter checklists as a group with the library director.**

1. This was discussed at their October meeting.
2. All checklists will be discussed during the meeting.

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. *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 completed this in 2021.

ii. *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.*

1. The library already had signs up notifying the public that cameras are being used.
2. The library security camera policy was updated in 2021.

iii. *Ongoing Building Maintenance Checklist* – We are now meeting these standards

1. Parking lot resealed and restriped every 1-3 years.
2. Alarm system checked once a year.
3. Lighting inspecting and replaced every three months.
4. Window cleaning once a year.

b. Amy provided a rundown off all standards on the checklist that the library still working towards meeting. (These things 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. *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.

iii. *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 received an LTC Grant that covered the cost of GoToMeetings for T.A.B., PPE supplies for teens, speaker fees, and supplies for programming/volunteering. The Grant also allowed us to host a community conversation that connected teens with local non-profits with service-learning opportunities.
4. While we made significant progress in this area, there is still work to do. Amy has applied for Round 3 of the LTC Grant to continue strengthening our teen advocacy. (Got that grant!)

- iv. *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 2022 to host computer programming for their patrons.
- v. *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 2022. However, due to COVID-19, this may not be met until 2023.
- vi. *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 – Still need to do.
 - 2. Building façade inspected yearly. -This has never been done.
 - 3. Lighting inspecting and replaced every three months.
 - 4. Automatic doors inspected every 6 months – Staff trained to do this.

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 was completed at tonight’s meeting.

- b. 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 Joanne and seconded by Julie. After the motion was made and seconded, Pat opened the floor for discussion.

There were seven votes in the affirmative and zero in the negative. There were two-thirds 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.

- c. Ordinance 21-04 (Tax Levy) – The Board determined that the 2021 Levy would be \$86,100. A motion was made by Joanne and seconded by Pam. After the motion was moved and seconded, Pat opened the floor up to discussion.

There were seven votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and Ordinance 21-04 Tax Levy was approved.

- d. 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.

- e. 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 Stacy and seconded by Pam.

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

There were seven votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and Donations to Schools was approved.

- f. Treasurer to Pay Winter Bills – A motion was made to allow the Treasurer to pay Winter bills, as needed.

A motion was made by Julie and seconded by Pam

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

There were seven 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* were approved.

- g. Payments to Silvis: A motion was made to pay the Silvis Public Library \$45,623.08 plus auction receipts of \$156.42. Per Capita \$5,107.93

A motion was made by Stacy and seconded by Pam.

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

There were seven 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.

- h. Library Wishes –

- i. Rock River Mailing (USPS Oversized Postcard) – A motion was made to do a mass mailing to all Rock River households.

A motion was made by Julie and seconded by Linda.

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

Amy investigated the updated cost of doing a mailing. It would still be \$865.05 to send 1,274 printed/mailed/postage 6x9 postcards (using a list of addresses Amy provides). Amy suggested that we go ahead and send one of these out over the winter to RRLD residents – focusing on hot spots, the new Yoda Cards, and the remodel. She will send the board a copy of the postcard to each trustee for final approval before mailing it out.

There were seven votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *Rock River mailing* was approved.

- ii. Adult Collection Development – A motion was made to cover a portion of the cost for the Adult Series Collection Development.

A motion was made by Julie and seconded by Pam.

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

Amy is continuing to improve the library's collections by filling in missing items within the 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 to this project. She presented a spreadsheet of titles that the library needs, totaling \$1,475.87. This is about a quarter of what Amy estimates the total cost will be.

There were seven votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the \$1,475.87 for Adult Series Collection Development was approved.

8. New Business

- a. Statements of Economic Interest – Amy reminded the trustees that the Statements of Economic Interest will be sent out by the County after January 1st and must be submitted by each board member by April 20, 2022.

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

- Director's Report (Statements of Economic Interest, AFR, ILLINET, Per Capita, Library Certification, OMA Training, Documents Filed, short-takes videos)
- Payments to Silvis - APPROVE
- Bylaws – REVIEW
- 1 Year Closed Session minutes – REVIEW
- Long Range Plans – REVIEW
- Rock River Contract with Silvis
- Discuss Ordinance 22-01 (Meeting Dates & Times)
- Discuss Ordinance 22-02 (Tentative Budget & Appropriations)
- Nomination of Officers
- Meeting with Silvis Library Board
- Library Wishes

10. There was a motion to adjourn at 8:03 pm. Meeting Adjourned.

Respectfully submitted,
Julie Black
RRLB Secretary

NEXT Board Meeting: Wednesday April 20th, 2022, 6:30 PM
WE WILL BE MEETING IN-PERSON
SILVIS PUBLIC LIBRARY – 806 1ST AVENUE, SILVIS IL 61282

