

1. Call to Order: Marigrace called the meeting to order at 6:02pm.
2. Roll Call:
Present: Marigrace Alonso, Crystal McCaw, Bev Reese, Bruce Boyd, Joyce Sensabaugh, Beth Tepen, Ivy Pittman-Outen
Absent: Meaghan Terry, Alex Turkmani
Staff: Amy Fry-Gordon

3. Public Comment: NONE

4. Consent Agenda

- a. A motion was made to approve the Consent Agenda as presented.

Motion: Joyce Sensabaugh Second: Bruce Boyd

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

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes
Bruce Boyd - Yes
Ivy Pittman-Outen – Yes
Bev Reese - Yes
Joyce Sensabaugh – Yes

Beth Tepen –Yes
Meaghan Terry – Absent
Alex Turkmani – Absent
Marigrace Alonso – Yes

There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Consent Agenda* is adopted.

5. Director’s Monthly Report:

- a. November 2021 Circulation Statistics –

1. Physical materials – checkouts are up 38.5% from November 2020 (1021 to 1414).
2. E-material - checkouts are down 13.5% from November 2020 (from 416 to 360). The number of website page views was up by 69.7% from November 2020 (2362 to 4009).

- b. November 2021 Programming Statistics –

1. Active Stats (LIVE events) – There was 0 active attendance in November 2020 and 146 in November 2021.
2. Passive Stats (Pre-Recorded events) – attendance is down 99.2% from November 2020 (3695 to 28). The library is trying to transition back to active programming from passive. There were 2 passive programs in November 2021, compared to 21 in 2020. Due to the window remodel, a scavenger hunt was not possible either. Only leftover kits counted as passive programming this month.

- c. COVID-19 Restrictions – Am presented the COVID statistics in Rock Island County for the week of 11/28-12/4. These statistics were provided by the Illinois Department of Public Health website. Positivity rate is Substantial at 12.2% (goal is under 5%). This is the highest our positivity rate has been since December 2020 (14.4%). ICU availability is down to 12% - the lowest it has been since 2019.

While the library isn’t implementing any changes at the moment, Amy wanted to make the board aware of the rising number of cases and the probability that restrictions may have to be re-implemented in the near future. Some of these could include: limiting shelf browsing, quarantining items, requiring use of our hand sanitizing station, returning to all virtual programming.

- d. Programming –

1. Food for Fines – We had a total of 53 items donated. Due to the relatively small amount, the library is going to use the items for the food pantry outside their building.
2. Winter Reading – Amy reminded the board that Winter Reading began December 1st, 2021 and runs through February 28th, 2022.

- e. Per Capita Grant 2022 – The remaining requirements were completed at the November Rock River Library District. Amy will have both Per Capita Grants completed before the January 15, 2022 deadline.
- f. Building Maintenance/Projects
 - 1. Parking Lot – The Public Works Director has been out for more than a month. Amy will update the board at the January meeting.
 - 2. Windows – The Company was in this morning. They are making sure all pieces are correct and will be reaching back out to Amy by tomorrow.
 - 3. Gutters – Per the City’s suggestion on ways to help with flooding in the library’s front vestibule, she is gathering quotes to have downspouts installed on both sides of the entryway. She will update the board in January.
 - 4. AED – The AED was installed by Public Works. Staff will be completing training on Wednesday, during Staff Development Day.
 - 5. Fire Alarm Box – Heartland has ordered the parts. They hope to have the project completed within the next few weeks.
 - 6. City Collaboration (Green Space) – Amy is working with Jim Nelson to set up a meeting with the Parks and Rec Board. She will come back with more information at the January meeting.
 - 7. Website Redesign – Amy has received 3 quotes – but they range in price greatly. She is going to get another quote before the January Budget Meeting. She anticipates budgeting roughly \$7,000 - \$10,000 for this project.

6. Friends of the Library/Royal Neighbors Update – The Friends group did not meet in December. They have received the rough draft of their newly designed logo. It will be voted on at the January meeting.

7. UNFINISHED BUSINESS:

- a. OMA Requirements – As of today, the OMA training is still down. The site states:

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

- b. 2023 Per Capita grant Requirements – The 2023 requirements have not been made public yet. Amy will update the board at the January meeting.
- c. Budget Committee – Amy reminded the board that the first meeting is scheduled for January 3rd at 6pm. The members are: Marigrace, Meaghan, and Crystal.
- d. Director’s Annual Review -
At 6:23 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).

Motion: Bev Reese Second: Ivy Pittman-Outen
Unanimously approved.

The Board came back from closed executive session at 7:29 pm.

Motion: Ivy Pittman-Outen Second: Joyce Sensabaugh
Unanimously approved.

Director's Annual Review (Continued)

The board discussed the Director's annual review and set goals for the next fiscal year. The board President will meet to discuss this with the Director following the meeting.

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 13: Marketing, Promotion, and Collaboration) – The board discussed several areas on the list that can be improved on.
 1. *The library has a communication/marketing plan that supports the library's long-range goals/strategic Plan* - The only thing Amy could find was an extremely outdated marketing plan from 2015. Amy is going to work on this and bring it the board for approval at the January meeting.
 2. *The library staff and trustees are supposed to participate in 2 or more cooperative activities with other community organizations* - The library staff meets this requirement, but the trustees typically do not reach that goal. COVID is making this impossible currently - but, when we are back to normal, trustees will need to begin participating in these events more frequently.
 3. *The budget includes funds for public relations and marketing activities* - We have never had a budget for these things. Amy is going to build it into the next budget.
 4. *The library surveys patrons and the community to judge awareness of the library's programming and services* - We discussed this a couple months ago. Amy intends to work on this in the upcoming year.
- b. Surplus Policy Review – We are reviewing this now to get it added to the 24-month review cycle. It was just approved in June 2021. No changes were made at tonight's meeting.
- c. Short Term Goals – Some of the short-term goals the library are currently working on: training for AED, training for NARCAN, installation of windows, LTC grant community conversation (Amy, Katelynn, Rachel), gutter install, parking lot repair, cataloging training (Rachel Carter), completing the annual Library Certification (Amy), Per Capita Grant (Amy), Annual AFR for Rock River (Amy). Some on the *upcoming* short-term goals include – pergola installation, green space development, website redesign.
- d. FY22-23 Board Meeting Schedule - A motion was made to accept the FY20-21 Board Meeting Schedule as presented.
Motion: Beth Tepen Second: Crystal McCaw
The motion passed unanimously.
- e. COVID Emergency Sick Pay Policy - A motion was made to approve the COVID Emergency Sick Pay Policy (2022) as presented.
Motion: Crystal McCaw Second: Bev Reese
After the motion was moved and seconded, Beth opened the floor up to discussion.

Amy reminded the board that the current COVID Sick Pay Policy expires at the end of 2021. This year, the policy was utilized by four staff members. The proposed policy is the same as the current policy, just updated to be available from January 1, 2022 – December 31, 2022.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes
Bruce Boyd - Yes
Ivy Pittman-Outen – Yes
Bev Reese - Yes
Joyce Sensabaugh – Yes

Beth Tepen – Yes
Meaghan Terry – Absent
Alex Turkmani – Absent
Marigrace Alonso –Yes

There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the COVID Emergency Sick Pay Policy (2022) was adopted.

9. Library Wishes – The library does not have any wishes currently.

10. Items to be placed on next month's agenda

- Facility Systems list (with maintenance operations)
- Building Maintenance/Repair Checklist
- Capital Asset Plan
- OMA Trustee Requirements Update
- Serving Our Public 4.0 (Chapter 1)
- Review – Job Descriptions
- Building Maintenance Update (Parking Lot, Windows, Awning, Green Space, Gutters, Fire Alarm Box)
- Per Capita Grant (2022 Update, 2023 Requirements)
- Budget Committee
 - Review
 - Next Meeting Date
- Review Closed Session Minutes
- Policy Review – Disaster Plan & Bike Lock Policy

11. The meeting adjourned at: 7:41 pm.

Respectfully Submitted, Crystal McCaw