

ROCK RIVER LIBRARY DISTRICT - Board Meeting

Location: 806 1st Avenue, Silvis, IL 61282

April 20th, 2022, at 6:30 PM

The meeting was called to order at 6:30

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

Absent: Joanne Riedl

Public Comment: None

Agenda:

1. Approval of Minutes.

A motion was made to approve the November 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 for discussion and followed by a vocal vote.

There were six votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *November 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 Pam and seconded by Julie.

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

There were 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.

3. Director's Report

a. Unclaimed Property Report Status: Amy completed on November 1st, 2021.

b. Annual Financial Report (AFR) Status: Amy completed December 21st, 2021.

c. ILLINET Status: Amy completed on March 24, 2021.

d. Per Capita Grant Status: Amy completed prior to the deadline. Rock River Library District was awarded \$5,107.93.

e. Library Certification Status: Amy completed on March 24, 2021.

f. Statements of Economics Interest: Amy reminded the trustees to get these completed and sent to the county by May 1st, 2022. This year, the forms have been updated. A Fact Sheet, provided by the Illinois Municipal League (IML), was emailed to trustees prior to the board meeting. It has also been included in the April 20th, 2022, Board Packet.

g. COVID-19 Phased Reopening Plan

i. Social Distancing - The library is open, at full capacity, social distancing is still required.

ii. Masking – Following guidance from the CDC (and decreased COVID rates in our area) masks are no longer required for patrons, but still encouraged. Employees are still required to wear a mask. The library reserves the right to revert to previous COVID-19 precautions if our area has another spike in transmission rates or hospital bed capacity decreases significantly (due to COVID cases).

iii. Programming - The library is currently hosting Teen and Adult programs in person again. However, kits are still being made available to those who are not yet comfortable attending. Due to lower levels of vaccination in children, and larger anticipated class

sizes, they are not yet offering in-person Children's Programming. Kits, including instructions, are available for pick up and the events are LIVE on their Facebook page. Amy hopes to begin in-person Children's Programming at the start of Summer Reading (June 1st).

- iv. Children/Teen Area (Games/Toys) – The library intends to put out the games/toys in the Children and Teen areas when they begin decorating for Summer Reading – in early May.
- v. Electronic Meeting Attendance – Monthly, the COVID-19 Gubernatorial Disaster Proclamation is up for expiration. So far, it has been continually renewed. This allows virtual attendance to count towards the quorum. If any trustees do not feel comfortable meeting in person, Amy asked that they let me know. In that case, if the Disaster Proclamation allows it, a link will be offered through Gotomeeting for upcoming meetings. If all trustees are comfortable attending in person, the meetings will not be offered virtually.
- vi. Curbside Service – Curbside service is still being offered for patrons who are not yet comfortable coming into the building.
- h. Summer Reading 2022 (Read Beyond the Beaten Path) – This year's theme focuses on nature and Summer Camp experiences. The library staff chooses as many programs/prizes that fit the theme as possible. For this year's bonus challenge, participants will earn "badges" (buttons) for reading books in various genres. The all-ages program will run from June 1st to July 30th. Logbooks and registration will be done through the ReaderZone app. Programming will, hopefully, all be in-person. Kits will still be available for anyone who is uncomfortable attending. Youth Services Coordinator, Katelynn Lesage, is in the process of scheduling school visits to promote the program. The library has received donations from 21 local organizations. These donations include reading incentives and monetary funds.
- i. Building Maintenance
 - i. Fire Alarm Box – The new fire alarm system was tested by Fire Chief Winters. The system passed inspection.
 - ii. Website Redesign – The library is still gathering local quotes. The project has been approved by the Silvis Library Board and will hopefully begin by June 2022.
 - iii. Catalog Development – The library staff has been working on large-scale collection development projects since 2019. The bulk of the work has now been completed. Amy thanked the Rock River Library District for their large donations that made this possible!
- j. Freedom of Information Act (FOIA Training) - The library director is required to complete this training annually. Amy completed her 2022 training in March.
- k. Open Meetings Act (OMA) Training - The website was hacked over a year ago. A new site is now up and running. Amy is required to complete this annually. She has completed it for 2022. Library trustees must complete the training after each election. Linda and Pat are the two board members who currently need to complete this training.
 - i. Open Meetings Act Certification can be found at <https://foiapac.ilag.gov/>
 - ii. Amy emailed the RRLD trustees some helpful tips and instructions in March and a reminder on April 16th. This has been done by all trustees.
- I. Documents Filed:
 - i. Ordinance 21-04 (Tax Levy): Sent to County Clerk prior to the deadline (along with Truth in Taxation)

- ii. Ordinance 21-05 (Treasurer's Financial Statement): Published and sent to County Clerk.
- iii. List of Rock River Library District Board Trustees (address, phone, position): Sent to County Clerk prior to the Jan 31st deadline

4. Unfinished Business

- a. Approve Payments to Silvis - Stacy reported that the amount would be \$28,285.54. A motion was made by Julie and seconded by Carole. After the motion was moved and seconded, Pat opened the floor up to discussion.

There were 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.

- b. Discuss Long Range Plans – Amy presented the Long-Range Plans that were approved in 2020. These plans will need to be updated in 2023. No changes were anticipated.
- c. Rock River Library District Bylaws (Review) – Amy presented the Rock River By-Laws that were approved in 2021. These include the Checking Account Minimum Policy and the Electronic Meeting Attendance Policy. Amy did not suggest any changes to the current policy.
- d. Closed Session Minutes (Review) – At 6:45 pm, trustee Julie Black made a motion to go into closed session to review all closed session minutes from FY19-20, FY20-21, and FY21-22 as allowed in 2(a) 5 ILCS 120/2(c). It was seconded by Linda Johnson. This was unanimously approved.

The Board came back from closed executive session at 6:50 pm.
Motion: Julie Black Second: Pam Bragg. Unanimously approved.

Closed Session Minutes Review (Continued)

A motion was made to follow past practice and NOT release the minutes from FY19-20, FY20-21, and FY21-22 to the public.

Motion: Julie Black Second: Stacy Bawden.

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

By unanimous vote, the motion to NOT release the FY19-20, FY20-21, and FY21-22 closed session minutes to the public was passed.

5. 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 22-01 (Meeting Dates & Times) - The Draft of Ordinance 22-01 was presented by Amy. Trustees should look this over and be ready to vote on it at the May meeting.

Amy reminded the trustees that it is their responsibility to check their email *by the Monday prior to each board meeting* to review the agenda, minutes, and Treasurer's Report. Anything else that is sent is typically just suggested reading. Amy asked the trustees to set a reminder on each of their phones for next month's May 18th meeting (6:30 pm), as well for those in the upcoming fiscal year. (July 20, 2022 - September 21, 2022 - October 19, 2022 - April 19, 2023 – May 17, 2023). These dates, and times, are all listed on the draft Ordinance 22-01.

- c. Discuss Ordinance 22-02 (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 the final draft of the Tentative Budget & Appropriations at the May meeting.
- d. Discuss Trustee Per Capita Requirements for FY22-23 - The State Library has not posted the Per Capita Grant Requirements yet. Amy believes they will be like last year (review of all checklists in Serving the Public 4.0). Amy will update us on this at the May meeting.
- e. 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
- f. The RRLB will be scheduling a meeting with the Silvis library board. That date will be set in May. The Silvis library board meets on Mondays.
- g. Library Wishes –
 - i. RRLD Mailing (Summer Reading) – The library would like to send a postcard mailing to all Rock River Patrons, focusing on Summer Reading 2022. This mailing was approved in 2020, but Amy wanted to wait until the library was fully opened before sending it. She would like to send the postcard at the end of May. (Because this mailing has already been approved and budgeted for, the bank idea will be put on hold for a while.)
 - ii. Hot Spots & Service Agreements – Amy asked the RRLD board if they would be interested in purchasing 5 hot spots and yearly service agreements. The initial cost would be roughly \$800. If the board decided to sponsor this purchase, Amy would ask the RRLD to continue purchasing their yearly service agreements in future years. The Silvis Library is currently paying for 15 hotspots with service but does not have the budget to add additional service agreements. Amy will bring this up again at the May meeting. (In addition to the purchasing of the hotspots, there will also need to be a service agreement for about \$120 dollars a year per hotspot.)
 - iii. Teen Programming Supplies (Nintendo Switch Games, Karaoke Machine) – Amy asked the RRLD board if they would be interested in purchasing video games and a new karaoke machine for Teen Programming. She will bring this up again at the May meeting.
 - iv. It was suggested that we consider purchasing additional adult kits for the programming since people have been turned away because of the lack of additional kits. Amy will give an estimate of the cost for that.

6. Items to be placed on the next meeting's agenda

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| <ul style="list-style-type: none"> • Approve Contract with Silvis • Approve 22-01 (Meeting Dates) • Approve 22-02 (Tentative Budget & Appropriation), <i>for posting and review.</i> | <ul style="list-style-type: none"> • Set Hearing Date for Tentative Budget • Elect Officers • Discuss Per Capita Requirements • Library Wishes |
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7. It was moved an approved for adjournment at 7:21pm.

Respectfully submitted,
 Julie Black
 RRLB Secretary

NEXT Board Meeting: Wednesday May 18th, 2022, 6:30 PM
Silvis Public Library – 806 1st Avenue, Silvis, IL 61282