

Rock River Library District Board Meeting
806 1st Avenue, Silvis, IL 61282
July 20th, 2022, at 6:30 PM

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

Public Comment: None

1. Call to Order: President Pat Held called the meeting to order at 6:30pm.

2. Public Comment: None

3. Approval of Minutes.

A motion was made to approve the May 2022 minutes as presented.

The motion was made by Pam and seconded by Stacy to approve the minutes.

After the motion was made and seconded, Pat opened the floor for discussion and followed by a vocal vote.

There are seven votes in the affirmative and zero votes in the negative. There is a majority vote in the affirmative and the *May 2022 minutes* were adopted.

4. Treasurer's Report:

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

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

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

There are seven votes in the affirmative and zero votes in the negative. There is a majority vote in the affirmative and the *Treasurer's Report* was approved.

5. Director's Report

a. Rock River Library District New Patrons – Since the mailing was sent out to all residents on May 15th, there have been 50 new RRLD card applicants.

b. Building Maintenance

Website Redesign – Amy has begun to create the Site Map for the new website. This is one of the early steps. She will update the board as she reaches other milestones.

HVAC - At the beginning of June, the motor in the HVAC that cools the Juvenile Area, Teen Area, and Staff Breakroom gave out. It was repaired the first week of July.

Security Doors - GMAC came and inspected two Security doors that are rusting. They no longer seal properly and cannot be fixed. Amy will update the board at the September meeting.

Book Drop - GMAC is also preparing a quote for the installation of a new Book Drop. Amy will update the board at the September meeting.

- c. IPLAR (Illinois Public Library Annual Report) Status – The 2022 IPLAR was completed on July 12th, prior to the September 1st deadline.
- d. Trustee Training (Trustee Facts File - Chapter 1: Trustee Duties and Responsibilities) – Amy attached a copy of Chapter 1, which focuses on the various roles of library trustees. Amy sent an email to board members to view this online.
 - i. Trustee duties (individual responsibilities) include attending board meetings, reviewing the agenda, minutes, and other documents prior to each meeting, serving on committees, representing the library at community events, and advocating for the library.
 - ii. Board duties (trustees as a whole) include both *exclusive* duties and duties that are *assisted by the Director*.
 - 1. Board *exclusive* duties include hiring the library director, evaluating the director, and establishing Board policies and the Trustee’s Code of Ethics.
 - 2. Board duties that are *assisted by the Director* include writing the mission statement, establishing library policies, authorizing salary and benefit plans for staff, assessing maintenance of library grounds and authorizing the purchase of lands/construction if necessary, developing the annual budget, reviewing monthly financial reports, advocating for library funding, engaging in fundraising activities, and promoting the library in the community.
- e. Silvis Public Library Board Meeting Invitation – The Silvis Library Board is meeting in person again. They would like to invite the Rock River Library Board to attend one of their meetings. Amy suggested the December potluck meeting. This meeting will be the second Monday in December at 6:00 p.m.
- f. Documents Filed:
 - i. Trustees List (Elected Officers) – A list of trustees and newly elected officers was emailed to the County Clerk’s Office and the Illinois State Library on May 28th, 2022.
 - ii. Notice of Public Hearing (Published on June 4th, 2022) – A proof of Publication was submitted to the County Clerk’s Office.

6. Unfinished Business

- a. 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 similar to last year (review of all checklists in Serving the Public 4.0). Amy will update us on this at the September meeting.
- b. Ordinance 22-02 (Budget & Appropriation) - A motion was made to approve Ordinance 22-02 as presented.

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 are seven votes in the affirmative and zero votes in the negative. There was a majority vote in the affirmative and *Ordinance 22-02 (Budget & Appropriation)* was approved.

7. New Business

- a. Discuss Ordinance 22-03 (Tax Levy) - Amy included a handout that goes over taxes, levy, and truth in taxation. She asked the trustees to review it prior to the September meeting. A draft Tax Levy will be present at the September meeting and be voted on in October.
- b. Discuss Truth in Taxation - A Truth in Taxation Hearing is only required if the levy will be increasing by more than 5% over the previous year's "Total Extension" amount. Using the "Rock Island County Total Extension," found on the Final Tax Computation Report, Amy presented the maximum amount that can be levied without a Truth in Taxation Hearing.
- c. Discuss Ordinance 22-04 (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 review it.
- d. Library Wishes – A motion was made to cover the cost of proposed library wishes (hot spots /service agreements \$800, teen/juvenile programming supplies \$918.83, adult programming kits \$1600, and the Rock River Library District Logo \$65), totaling \$3,383.83. A motion was made by Julie to approve the total amount. It was seconded by Pam. After the motion was moved and seconded, Pat opened the floor up to discussion.

There are seven votes in the affirmative and zero votes in the negative. There was a majority vote in the affirmative and *all Library Wishes* were approved.

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

- Discuss Per Capita Requirements
- Summer Reading Statistics
- Present Tax Levy (not adopted until October meeting)
- Determine if Truth in Taxation Hearing will need to be held
- Adopt 22-04 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)
- Trustee Training – Trustee Facts File: Chapter 2
- Library Wishes
- Amy mentioned that Rachel Carter will start attending the meetings

9. Adjournment: It was moved by Julie and seconded by Stacy to adjourn at 6:47 p.m.

Respectfully submitted.

Julie Black

RRLB Secretary

**NEXT Board Meeting: Wednesday, September 21st, 2022, 6:30 PM
Silvis Public Library – 806 1st Avenue, Silvis, IL. 61282**