

Rock River Library District Board Meeting  
806 1st Avenue, Silvis, IL 61282  
April 19, 2023, at 6:30 PM

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

*Absent:* Julie Black

1. Call to Order
2. Public Comment: None
3. Approval of Minutes.

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

**Motion:** Stacy Bawden **Second:** Carole Karenke

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

**The motion was approved unanimously, and the *October 2022 minutes* were adopted.**

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

**Motion:** Pam Bragg **Second:** Stacy Bawden

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

**The motion was approved unanimously, and the *Treasurer's Report* was approved.**

5. Director's Report

- a. Library Happenings:

- i. Building Maintenance/Projects

1. Roof – The library will be replacing the roof in 2023.
2. Tables – The library is replacing the programming room tables. They have been ordered but can take up to 8 weeks to arrive.
3. Vestibule – The outside of the vestibule will be waterproofed in hopes of fixing the issue with water.
4. Smoke Alarms – The library is replacing their outdated smoke alarms, roughly 25 in total.
5. Website – The library's new website should be complete by August. There will be a tab dedicated to the RRLD.
6. Strategic Planner – The Silvis Library is hiring a strategic Planner. One of Amy's goals is to increase outreach to, and membership of, RRLD patrons.

- ii. Programming:

1. Trunk or Treat – 1270 people participated, and 14 organizations provided donations.
2. Christmas in Silvis - Christmas in Silvis was held on December 3rd. The library staff hosted a booth at City Hall.
3. Illinois Libraries Present Virtual Programming - The library has joined ILP. These events have authors that would not be affordable without a sharing agreement (examples: Shauna Sever, Caitlin Doughty, Kwame Alexander, Mary Roach, Ross Gay, and Danny Trejo)
4. WRP – 128 registered, an increase of 87.8% from last year. Programming attendance was up by 272.7% (from 293 to 1,092).
5. SRP – Amy provided the trustees with a brochure highlighting their upcoming SRP theme.
6. Centennial – The Silvis Library is focusing on fundraising currently.
  - a. Bake Sale – Amy thanked the trustees for donating and purchasing items.

- b. Bingo Night – The library will hold their first Bingo Night Fundraiser on May 18<sup>th</sup> from 5-7pm at the McGehee Center. She encouraged trustees to attend.

- iii. Personnel –

1. New Employees - Emma Finch is in training to fill the Circulation Manager position. They also hired two new Circulation Clerks (Taylor Apple and Allie Hendrix). Amy will email everyone an updated staff and board list after the May meeting.
  2. Training - Emma and Amy are both completing the Cataloger Certification Training through Sierra. This is a 6-month long training program. Rachel just completed her Cataloging Certification.
- b. Annual Reports
- i. Unclaimed Property Report Status: completed on September 12<sup>th</sup>, 2022.
  - ii. Annual Financial Report (AFR) Status: completed September 23<sup>rd</sup>, 2022.
  - iii. ILLINET Status: completed on September 12<sup>th</sup>, 2022.
  - iv. Per Capita Grant 22-23 Status: completed on January 27<sup>th</sup>, 2023. Rock River Library District will be awarded \$4,985.
  - v. Per Capita Grant Requirements FY23-24 – FY23-24 requirements are not posted. It is likely they will stay the same as FY22-23, but Amy will update the board if that changes.
  - vi. Library Certification Status: completed on November 28<sup>th</sup>, 2022.
- c. Documents Filed
- i. Ordinance 22-04 (Tax Levy): Amy sent 22-04 to the County Clerk prior to deadline (along with Truth in Taxation)
  - ii. Ordinance 22-05 (Treasurer's Financial Statement: Amy published and sent to County Clerk.
  - iii. List of Rock River Library District Board Trustees (address, phone, position): Amy sent the list to the County Clerk prior to the Jan 31st deadline.
- d. FOIA/OMA (Director & Trustees)
- i. FOIA - The library director is required to complete this training annually. Amy will complete her FOIA prior to the May meeting.
  - ii. Open Meetings Act (OMA) Training – The library director is required to complete this annually. It will be done prior to the May meeting. Trustees are required to complete this once every term. Joanne and Carole will need to complete this.
- e. Statements of Economics Interest: Amy reminded the trustees to complete their Statements of Economic Interest and send them to the county by May 1<sup>st</sup>, 2023. Directions from the County were emailed to trustees prior to the board meeting.
- f. Trustee Facts File (Chapter 4: Legal Responsibilities and Liability) - This chapter focuses on the board's basic legal obligations and ways to minimize risks of liability.
- i. Recording Closed Session Meetings was discussed. Amy reported that the board is required to record all closed sessions (5 ILCS 120/2.06. Sec. 2.06). Amy will investigate methods of recording and report to the board at the May meeting.
  - ii. The State is reviewing the rules for disposing of old closed session meeting minutes. The board will discuss this after the State publishes the new rules.
6. Unfinished Business
- a. Trustee Elections
- i. Results will not be certified until the 21<sup>st</sup>. This will be on the agenda again next month.
  - ii. Oath of Office – Because results are not yet certified, this will happen next month.
- b. Rock River Library District Bylaws: Amy reviewed the bylaws with the board. They were reviewed and no changes were suggested. The Bylaws will be approved next month.
- c. APPROVE - Long Range Plans:  
A motion was made to approve the 2023-2025 Long Range Plans as presented.  
**Motion:** Joanne Riedl    **Second:** \_Carole Karenke.
- After the motion was moved and seconded, Pat opened the floor up for discussion.
- The motion was approved unanimously, and the 2023-2025 Long Range Plans were approved.**
- d. APPROVE – Payments to Silvis:  
A motion was made to pay the Silvis Public Library \$15,297.12.  
**Motion:** Linda Johnson    **Second:** Pam Bragg

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

Joanne Riedl requested a Roll Call Vote, ending with the Board President.

Carole Karenke – Yes  
Linda Johnson – Yes  
Stacy Bawden – Yes

Joanne Riedl – Yes  
Pam Bragg – Yes  
Pat Held – Yes

- i. **There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Payments to Silvis* were approved.**

- e. Closed Session – It was moved to table the Closed session, pursuant to 5 ILCS 120/2 (c)21, until the July meeting.

**Motion:** Pam Bragg    **Second:** Linda Johnson.

**The motion was approved unanimously, and the closed session pursuant to 5 ILCS 120/2 (c)21, was tabled to July.**

## 7. New Business

- a. RRLD Contract with Silvis: The draft of the contract was presented. Amy asked the trustees to look it over and be ready to vote on it at the May meeting.
- b. Ordinance 23-01 (Meeting Dates & Times): The Draft of Ordinance 23-01 was presented. Amy asked the trustees to look it over and be ready to vote on it at the May meeting.
- c. Ordinance 23-02 (Tentative Budget & Appropriation): The Tentative Budget & Appropriations for FY23-24 was presented. Amy asked the trustees to look it over and be prepared to vote on posting the final draft of the Tentative Budget & Appropriations at the May meeting.
- d. RRLD Mailing: Amy asked the board if they would like her to do a RRLD mailing for SRP this year. The board asked Amy to look into the cost of a mailing and report to the board at the next meeting. The board discussed a possible drawing for Rock River patrons who requested a new library card as a result of the mailing.
- 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:
1. President: Pat Held
  2. Vice President: Joanne Riedl
  3. Secretary: Julie Black
  4. Treasurer: Stacy Bawden
- f. Decennial Committee: A new requirement by the State of Illinois, the first meeting will be held on Wednesday, May 17<sup>th</sup> at 6pm in the Programming Room. Lucille Mumma, as a community member, has agreed to be on the committee.
- g. Approve - Library Wishes:  
A motion was made to donate \$1150 to fund hot spot service agreements (\$600.00) and the ILA conferences costs for the director and assistant director (\$550.00).  
**Motion:** Joanne Riedl    **Second:** Linda Johnson

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

Amy discussed the hot spot service agreements and ILA Conference requests with the trustees. She also suggested the board wait to consider a donation to the Centennial Fundraiser until the July meeting.

Joanne Riedl requested a Roll Call Vote, ending with the Board President.

Carole Karenke – Yes  
Linda Johnson – Yes  
Stacy Bawden – Yes

Joanne Riedl – Yes  
Pam Bragg – Yes  
Pat Held – Yes

**There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *\$1150 donation to fund hot spots service agreements and ILA Conferences tickets* was approved.**

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

- Director's Review
  - FOIA Training (Amy)
  - OMA Training (Amy, Joanne & Carole)
  - 2023 Per Capita Requirements
  - IPLAR Status
  - Send List of RRLD Trustees to County Clerk and IL State Library
  - Documents Filed
- Trustee Training – Trustee Facts File: Chapter 5
- Election
  - Results
  - Oath of Office
- Election of Officers
- Rock River Contract with Silvis – Approve
- Ordinance 23-01 (Meeting Dates & Times) - Approve
- Ordinance 23-02 (Tentative Budget & Appropriations - Approve for posting and review.)
- Set Hearing Date for Tentative Budget
- Closed Session Recording info
- Library Wishes

9. Adjournment at 7:30.

**NEXT Board Meeting: Wednesday May 17<sup>th</sup>, 2023, 6:30 PM**