



## ROCK RIVER LIBRARY DISTRICT BOARD MEETING

806 1st Avenue, Silvis, IL 61282

September 20<sup>th</sup>, 2023, at 6:30 PM

*Present:* Present: Trustees: Pat Held, President, Joanne Riedl, Vice-president, Julie Black, Secretary, Stacey Bawden, Treasurer, Linda Johnson, Carole Karenke, Pam Bragg  
Library Director: Amy Fry, Library

1. The meeting was called to order by Pat at 6:30 p.m.

2. Public Comment: none

3. Approval of Minutes.

A motion was made to approve the July 2023 minutes as presented.

**A motion was made by Stacy and seconded by Joanne to approve the minutes.**

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

**The motion was approved unanimously, and the *July 2023 minutes* were adopted.**

4. Treasurer's Report was presented.

A motion was made to approve the July 2023 Treasurer's Report as presented.

**A motion was made by Julie and seconded by Stacy to approve the Treasurer's Report.**

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

**The motion was approved unanimously, and the *September 2023 Treasurer's Report* was approved.**

5. Director's Report

a. Library Happenings:

i. Building Maintenance/Projects – Amy discussed current building maintenance projects, including a new roof, vestibule repair, steps for the shed, stucco painting, and foundation repair. These should be done by the end of September.

ii. Programming:

1. Summer Reading – Overall participation was down slightly from 2023.

2. Trunk or Treat - Trunk or Treat will be held on October 21st from 5-7 p.m. Hy-Vee will be sponsoring hot dogs and water. Friends will be sponsoring the photo booth. The library is creating goody bags for the first 800 kids. Amy asked that the trustees consider volunteering during the event.

3. Centennial –

a. Bingo Nights - The August 26th Bingo Night Fundraiser was a huge success – raising \$3,588.35. The event sold out – with 97 people participating! The last Bingo Night will be Saturday, November 4th. Amy asked that the trustees consider volunteering during the event.

b. History Book – The book has been reformatted and edited up to 2006. Minda is now adding new information.

- c. City Council Presentation – Amy is going to present to the City Council on October 3rd at 630 p.m. She asked the trustees to attend if possible.
    - iii. Personnel –
      - 1. Sexual Harassment Training – All staff and trustees are required to complete annual sexual harassment training. It was emailed to the trustees on September 16<sup>th</sup>.
      - 2. Strategic Planning Retreat – All staff participated in a Strategic Planning Retreat on September 14<sup>th</sup>. The 5-Year Strategic Plan will be unveiled in January 2024.
      - 3. PUG Day – PUG Day will be held on Friday, September 29<sup>th</sup> at Waubensee Community College in Sugar Grove, IL. The library will be closed so the staff can all attend this training.
      - 4. ILA Conference – the Director and Assistant Director will be attending in Springfield from Oct 23rd-26th. Tickets were paid for by the RRLD. Amy has also applied for a grant, which may cover up to \$500 of lodging and meals.
  - b. Annual Reports:
    - i. Per Capita Grant Requirements FY23-24 – FY23-24 requirements will be completed at the October board meeting.
    - ii. IPLAR – For public library districts, the deadline is September 1 of each year [75 ILCS 16/30-65]. Amy completed this on August 8<sup>th</sup>.
    - iii. Unclaimed Property Report Status – Unclaimed Property is due on November 1<sup>st</sup>. Amy will complete this prior to the October meeting.
    - iv. ILLINET Status – Completing the *ILLINET (Illinois Library and Information Network) ILL (Interlibrary Loan) & R.B. (Reciprocal Borrower) Statistical Survey* is required to receive annual certification. The ILLINET ILL & R B Survey isn't due until March, but October is the only time we meet before then, so Amy will have it completed prior to the next meeting.
    - v. Library Certification – The Library Certification Report opens in January 2024, with a due date of March 31st. Since we do not meet between January and March this will be discussed again at the April 17th meeting.
  - c. Documents Filed:
    - i. Ordinance 23-02 (Budget & Appropriation)
      - 1. A scan of the completed document was sent to Rock Island County within 30 days of approval.
      - 2. Ordinance 23-02 was published, without an appropriations column, within 30 days of approval.
      - 3. Proof of Publication was sent to Rock Island County within 30 days of publication.
  - d. Trustee Facts File (Chapter 7): Chapter 7 was discussed. This chapter focuses on Strategic Planning.
  - e. Annual Meeting with the Silvis Library Board: The Silvis Library Board has invited you to attend their December 11<sup>th</sup>, 6:00 p.m., board meeting.
6. Unfinished Business
- a. Discuss Ordinance 22-03 (Tax Levy): The Estimated EAV is not yet available from the County. When it becomes available, Amy will prepare a rough draft of the Tax Levy. It will be determined by the board at the next meeting but cannot be approved for an additional 20 days.
  - b. Truth in Taxation: If a hearing needs to be held, a notice will need to be published in the newspaper.

- i. This publication must take place no less than 7 days, but no more than 14 days, prior to the hearing.
  - ii. Whether a hearing must be held or not, a Truth in Taxation Compliance Certificate must be sent to the County Clerk. I will get that certificate made and filed after the tax levy is approved.
- c. APPROVE – Decennial Committee Date A motion was made to meet on April 17<sup>th</sup>, 2024, at 5:30 p.m. for a Decennial Committee meeting.  
**A motion was made by Julie and seconded by Linda.**

After the motion was moved and seconded, Pat opened the floor up for discussion.  
There was no discussion.

**The motion was approved unanimously and was adopted.**

**There are seven votes in the affirmative and zero votes in the negative. There was a two-thirds majority vote in the affirmative and *April 17<sup>th</sup>, 2024, 5:30 pm Decennial Committee meeting* was approved.**

- d. Ordinance 23-04 (Treasurer’s Financial Report) - A motion was made to approve the Treasurer’s Financial Report as presented.  
**A motion was made by Julie and seconded by Linda.**

After the motion was moved and seconded, Pat opened the floor up for discussion.  
There was no discussion.

**The motion was approved unanimously and was adopted.**

**There are seven votes in the affirmative and zero votes in the negative. There was a two-thirds vote in the affirmative and *Ordinance 23-04 (Treasurer’s Financial Report)* was adopted.**

## 7. New Business

- a. APPROVE - Annual Financial Report Status – The Annual Financial Report is due on December 27<sup>th</sup>, but it must be approved at a board meeting before it can be submitted. Amy will have this completed by the next meeting.
- b. Discuss Director’s Review – Trustees were given a review to complete and return by October 4<sup>th</sup>. Amy will be reviewed by each library board at their next board meetings.
- c. Discuss Donations to Schools – Donations to schools were discussed. They will be voted on at the next meeting.
- d. Discuss Treasurer Paying Winter Bills – Permitting the treasurer to pay winter bills was discussed. This will be voted on at the next meeting.
- e. Discuss Payments to Silvis – Payments to Silvis were discussed. They will be voted on at the next meeting.
- f. Library Wishes – The library does not have any at this time.

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

- Director's Review
  - i. Library Happenings
    - 1. Building Maintenance/Projects
    - 2. Programming
      - a. Trunk or Treat
      - b. Centennial Celebration
    - 3. Personnel
  - ii. Annual Reports
    - 1. Unclaimed Property Report Status
    - 2. ILLINET Status
  - iii. Documents Filed:
  - iv. Trustee Facts File (Chapter 8)
- Complete 2023 Per Capita Requirements
- APPROVE - AFR
- Determine 23-03 Tax Levy
- Discuss Truth in Taxation
- APPROVE - School Donations
- APPROVE - Treasurer to pay winter bills.
- APPROVE - Payments to Silvis
- APPROVE - Library Wishes
- Statements of Economic Interest – Reminder to submit by the April due date.
- Long Range Plans – Review

9. The meeting was adjourned at 7:00 p.m.

**NEXT Board Meeting: Wednesday, November 1<sup>st</sup>, 2023 6:30pm**

Respectfully submitted,  
Julie Black  
Rock River Library Board Secretary