



## ROCK RIVER LIBRARY DISTRICT BOARD MEETING

806 1st Avenue, Silvis, IL 61282

April 17<sup>TH</sup>, 2024, at 6:30 PM

Present: Those in attendance include Pat Held [President], Joanne Riedl [Vice-President], Stacy Bawden [Treasurer], Julie Black, [Secretary], Pam Bragg [Trustee], Linda Johnson [Trustee]

Absent: Carole Karenke (Trustee)

Library Director: Amy Fry

Public present: None

1. The meeting was called to order by Pat Held, Board President, at 6:35 p.m.

2. Public Comment: none

3. Approval of Minutes.

A motion was made by Stacy and seconded by Joanne to approve the November 29<sup>th</sup>, 2023, Public Hearing and Board Meeting minutes as presented.

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

**The motion was approved unanimously, and the *November 29<sup>th</sup>, 2023, Public Hearing and Board Meeting minutes* were adopted.**

4. Treasurer's Report:

A motion was made by Julie and seconded by Stacy to approve the April 17<sup>th</sup>, 2024; Treasurer's Report as presented.

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

**The motion was approved unanimously, and the *April 17<sup>th</sup>, 2024, Treasurer's Report* was adopted.**

5. Director's Report

a. Library Happenings

i. Building Maintenance/Projects

1. Roof: completed

2. Shed

a. Ramp: will be installed this month

b. Repair: Public Works is scheduled to repair the damage they did to the shed in May

3. LED Signs: The LED sign software has been updated. They are working correctly.

4. Website: This is on hold temporarily.

5. Strategic Planning: The Silvis Strategic Plan was approved in December of 2023. Evaluation forms are being worked on now.

ii. Programming

1. Christmas in Silvis: The library was one of the host locations during 2023's Christmas in Silvis event (December 2<sup>nd</sup>). 450 residents participated.

2. Winter Reading Program: The Winter Reading Program ran from January 1<sup>st</sup> through February 29<sup>th</sup>. A total of 155 participants registered for the reading program. 1,449 residents took part in WRP events.
3. Centennial Celebration
  - a. City-wide Event Series: Throughout the library's Centennial year, they will be hosting a series of monthly city-wide events. These will be held at different locations throughout the city, to reach as many community members as possible.
    - i. "Nature Walk - Ribbon Cutting" will be held on April 27<sup>th</sup> at Phipps Prairie Park at 1:00 p.m.
    - ii. "Rock in the Park with Douglas & Tucker" will be held on May 3<sup>rd</sup> at Railway Park.
    - iii. "Touch a Truck with Sensory Hour and Ice Cream Social" on May 25<sup>th</sup>, behind Frank's Pizza.
  - b. Special In-house Events: The library will host extra special in-house Centennial events throughout the year.
    - i. "Adult DIY Craft Fest" will be held on April 20<sup>th</sup>.
    - ii. "Shred Day" will be held on May 11<sup>th</sup> in the library parking lot.
    - iii. "Family Bingo" will be held on May 18<sup>th</sup>.
  - c. Local History Series: To celebrate the library's Centennial year, the library is hosting a series of monthly local history programs.
    - i. "Brief History of Bucktown" on May 6<sup>th</sup>.
    - ii. "Silvis History Book Launch and Reception" on June 24<sup>th</sup>.
    - iii. "The History of Theatre in the Quad Cities" on July 1<sup>st</sup>.
  - d. Fundraising
    - i. Organization Sponsorships: The library received fewer sponsorship donations from organizations than anticipated. Follow-up calls are still being made.
    - ii. Back to School Supply Drive: A Wishlist has been created on Amazon. 12 cardboard donation boxes were purchased to collect in-person donations. These are located at the library, city hall, police department, fire station, and local businesses. The drive will run from March 1st – July 31st.
  - e. Silvis Library Centennial Proclamation: Mayor Carter will proclaim June 24, 2024, *Silvis Public Library Centennial Day*. This will coincide with the library's birthday celebration and the book launch. This will be done at the June 18th City Council Meeting. Amy invited the RRLD trustees to attend.
  - f. Illinois State Historical Society Centennial Award: The application has been submitted. New honorees will be welcomed with a "guests only" luncheon, planned for Fall. Photographs and press releases of all award winners will be sent to community and statewide media outlets. Recognition will also be found on the ISHS website.

- g. History Book: This is still in progress. The rough draft is being professionally proofread and copyedited. It will be delivered to the publisher by mid-May.
- h. QC Live Monthly television spot: Beginning in February, the library began appearing on a monthly segment of QC Live. Shaniece, Katelynn, and Minda each discuss upcoming Centennial events. The next segment will air live on May 1st.

iii. Personnel

- 1. Quarterly Staff Development Day: The next Staff Development Day will be held on May 1st. Summer Reading 2024 will be discussed.
- 2. Staffing Shortages: Staff shortages were discussed.

b. Annual Reports

- i. Unclaimed Property Report Status: This report was completed on November 1<sup>st</sup>, 2023.
- ii. Annual Financial Report (AFR) Status: This report was submitted on December 20<sup>th</sup>, 2023.
- iii. ILLINET Status: This report was completed on March 26<sup>th</sup>, 2024.
- iv. Library Certification Status: This report was completed on March 26<sup>th</sup>, 2024.
- v. Per Capita Grant 23-24 Status: This report was submitted on January 9<sup>th</sup>, 2024.
- vi. Per Capita Grant Requirements 24-25: The requirements have not been updated, but they will likely remain the same as they have in the previous few years.

c. Documents Filed

- i. Ordinance 23-04 (tax levy): Sent to County Clerk before the deadline (along with Truth in Taxation)
- ii. Ordinance 23-05 (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 before the January 31st deadline.

d. FOIA/OMA (DIRECTOR & Trustees):

- i. FOIA: The library director is required to complete this training annually. Amy will complete her FOIA before the May meeting.
- ii. Open Meetings Act (OMA) Training – The library director is required to complete this annually. It will be done before the May meeting. Trustees are required to complete this once every term. All trustees are current.

e. Statements of Economic Interest: Amy reminded the trustees to complete and send their Statements of Economic Interest to the county by May 1st, 2024.

f. Trustee Facts File (Chapter 8: Human Resources): Chapter 8 focused on Human Resources; specifically what trustees must do when hiring a library director, laws, job descriptions, recruitment strategies, interview techniques, and salaries/benefits.

6. Unfinished Business

- a. Review - Long Range Plans: The 2023-2025 Long Range Plans were reviewed.
- b. Review - RRLD Bylaws: Bylaws were reviewed, and no changes were suggested.

- c. Discuss Decennial Committee Meeting: A rough draft of the written report with recommendations (if any) will be discussed at the next Decennial meeting. The committee will review all core services, programs, laws, policies, rules and procedures, and training materials.
  - i. Members: Pat Held, Joanne Riedl, Julie Black, Stacy Bawden, Pam Bragg, Carole Karenke, Linda Johnson, Lucille Mumma, Kathleen Farrell, and Amy Fry.
  - ii. Meeting Date: The second Decennial Committee Meeting will be held on May 15th at 5:30 pm in the Programming Room.
- d. Approve - Payments to Silvis: A motion was made to pay the Silvis Public Library \$16,042.01. A motion was made by Julie and seconded by Joanne to approve this payment.

Pat opened the floor up to discussion.

Secretary Julie Black announced the roll call vote, ending with the Board President.

Carole Karenke – absent  
 Julie Black – yes  
 Stacy Bawden – yes  
 Joanne Riedl – yes

Pam Bragg – yes  
 Linda Johnson – yes  
 Pat Held – yes

**There are 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.**

- e. Library Wishes were tabled until the May meeting: Amy asked that the vote be tabled until the May meeting to give her time to determine the cost of the annual mailer.
- f. Closed Sessions Minutes: At 7:10 pm, it was moved to convene in closed session to review all closed session minutes from July 2023, as allowed in 5 ILCS 120/2(c)21.  
**A motion was made by Joanne and seconded by Julie to go to a closed session.**

Secretary Julie Black announced the roll call vote, ending with the Board President.

Carole Karenke – absent  
 Julie Black – yes  
 Stacy Bawden – yes  
 Joanne Riedl – yes

Pam Bragg – yes  
 Linda Johnson – yes  
 Pat Held – yes

At 7:13 pm, it was moved to return from closed session.

**A motion was made by Julie and seconded by Stacy to return to open session.**

Unanimously approved.

A motion was made *not* to release the closed session minutes and keep them on file.  
 A motion was made not to release the closed session minutes by Stacy and seconded by Linda.

Secretary Julie Black announced the roll call vote, ending with the Board President.

Carole Karenke – absent  
Julie Black – yes  
Stacy Bawden – yes  
Joanne Riedl – yes

Pam Bragg – yes  
Linda Johnson – yes  
Pat Held – yes

**There are six votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and the *Closed Session minutes from July 2023, will not be released and will be kept on file.***

#### 7. New Business

- a. Discuss the RRLB 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. Discuss Ordinance 24-01 (Meeting Dates & Times): The Draft of Ordinance 24-01 was presented. Amy asked the trustees to look it over and be ready to vote on it at the May meeting.
- c. Discuss Ordinance 24-02 (Tentative Budget & Appropriation): The Tentative Budget & Appropriations for FY24-25 was presented. Amy asked the trustees to look it over and be prepared to vote on approving the final draft of the Tentative Budget & Appropriations for posting at the May meeting. This is not ready yet.
- d. Discuss RRLB Mailing: This was tabled until the April 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

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

- Director's Review
  - i. Library Happenings
  - ii. Programming
  - iii. Documents Filed
  - iv. FOIA Training (Amy)
  - v. OMA Training (Amy)
  - vi. 2024 Per Capita Requirements
  - vii. IPLAR Status
- Trustee Training – Trustee Facts File: Chapter 9
- Election of Officers - Send the list to the RI County Clerk & IL State Library. (75 ILCS 16/30-40) DUE: Jul 12.
- Rock River Contract with Silvis – Approve
- Ordinance 24-01 (Meeting Dates & Times) - Approve
- Ordinance 24-02 (Tentative Budget & Appropriations) – Approve *for posting and review.*
- Set Hearing Date for Tentative Budget
- Payments to Silvis – Approve
- SRP Mailing - Approve
- Library Wishes - Approve

9. A motion was made by Julie and seconded by Pam to adjourn. The meeting was adjourned at 7:28 p.m.

Respectfully submitted,  
Julie Black  
Rock River Library Board Secretary

**NEXT Board Meeting: Wednesday, May 15<sup>th</sup>, 2024, 6:30 PM**