



ROCK RIVER LIBRARY DISTRICT BOARD MEETING SECRETARY NOTES

806 1st Avenue, Silvis, IL 61282

December 11th, 2024, at 6:30 PM

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

Absent: Julie Black [Secretary]

1. Call to Order: The Meeting was called to Order at 6:30 pm by Pat Held, President.
2. Public Comment: None
3. Approval of Minutes.
A motion was made to approve the November 20th, 2024, minutes as presented.

Motion: Stacy Bawden Second: Linda Johnson

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

The motion was approved unanimously, and the *November 20th, 2024, minutes were adopted.*

4. Treasurer's Report:
A motion was made to approve the December 11th, 2024, Treasurer's Report as presented.

Motion: Stacy Bawden Second: Linda Johnson

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

The motion was approved unanimously, and the *December 11th, 2024, Treasurer's Report was adopted.*

5. Director's Report
 - a. Library Happenings
 - i. Building Maintenance/Projects:
 1. HVAC: Bornhoeft presented a proposal for roughly \$7,000 for replacing the condensing unit and A-Coil of the HVAC unit above the Circulation Area. This will be built into the Silvis Library budget for FY25-26 and will be replaced in May 2025.
 2. Fire Extinguishers: Certasite replaced all outdated fire extinguishers.
 - ii. Programming: Amy discussed library events and their promotion. She highlighted: Plantapalooza, Winter in Silvis, Hero Street Documentary Screening, and the Winter Reading Kickoff. She also noted that the last monthly spot on QC Live was held in December. The library hopes to be able to get a spot on the show quarterly in 2025.
 - iii. Personnel:
 1. Professional Development: The next Staff Development Day will be held on February 5th.
 2. Director's Annual Review: The Silvis Public Library Board complete Amy's review at their December 9th meeting.
 3. Staffing Changes: In November, Katelynn Lesage resigned as the Youth Services Coordinator. Haley Brown has been hired to replace her. Ivy Bull put in her resignation on December 9th. The library will begin the hiring process for a part-time Communications Clerk within the next two weeks.

b. Annual Reports

- i. AFR: The Annual Financial Report was approved by a 3/5 majority during the November 20th meeting. It has been submitted to the state.
- ii. ILLINET: Completing the ILLINET (Illinois Library and Information Network) ILL (Interlibrary Loan) & RB (Reciprocal Borrower) Statistical Survey is required to receive annual certification. The ILLINET ILL & RB Survey isn't due until March. Amy completed it prior to the December meeting.
- iii. Library Certification: The Library Certification Report opens in January 2025, with a due date of March 31st. Since we do not meet between January and March, Amy won't be able to update the trustees again until the April 16th meeting.
- iv. Per Capita Grant 23-24: The Per Capita is due January 30th, 2025. Amy will have it completed prior to the due date.

c. Documents Filed

- i. Ordinance 24-03 (Truth in Taxation Hearing):
 1. The meeting notification was published 7-14 days prior to the meeting.
 2. Proof of Publication will be sent to Rock Island County as soon as it is received.
- d. Trustee Facts File (Chapter 12 - Advocacy): Chapter 12 goes over trustee advocacy, specifically with government officials. Amy included a copy of the chapter in the meeting packet for trustees to review.
- e. Annual Sexual Harassment Training: Amy asked any trustees who have not yet completed the annual training, to get it done by the end of November.

6. Unfinished Business

- a. APPROVE - Ordinance 24-03 (Tax Levy) – The Board determined that the 2024 Levy would be \$104,136.00. A motion to approve the 2024 Levy of \$104,136.00 was made

Motion: Carole Karenke Second: Stacy Bawden

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

There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and Ordinance 24-03 Tax Levy was approved.

- b. Truth in Taxation (Secretary's Certificate) - A Truth in Taxation Hearing must be held if the levy will be increasing by more than 5% over the previous year's "Total Extension/Certified to Collect" amount. The proposed Tax Levy is a 9.5% increase; therefore, a Truth in Taxation Hearing was held. A Truth in Taxation Certificate, required by Rock Island County, was signed by Pat Held.

7. New Business

- a. Statements of Economic Interest - Amy reminded the trustees that the Statements of Economic Interest will be sent out by the County after January 1st and must be submitted by each board member by April 2025.
- b. Library Wishes – The library does not have any currently.

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

- Director's Review
 - i. Library Happenings
 - ii. Annual Reports
 - 1. ILLINET Submitted
 - 2. AFR Submitted
 - 3. Library Certification Status
 - 4. 2024 Per Capita Status
 - 5. 2025 Per Capita Requirements
 - iii. Documents Filed
 - iv. Trustee Facts File (Chapter 13 – Public Relations)
- Statements of Economic Interest
- Nomination of Officers
- By laws-Discussion
- Rock River Contract with Silvis – Discussion
- Ordinance 25-01 (Meeting Dates & Times) – Discussion
- Ordinance 25-02 (Tentative Budget & App) – Discussion
- Long Range Plans – Discussion
- Payments to Silvis – Approve
- Library Wishes - Approve

9. Adjournment: A motion was made by Stacy Bawden, seconded by Linda Johnson, to adjourn at 6:40 pm. Motion approved.

NEXT Board Meeting: Wednesday April 16th, 2025, 6:30 PM