



## ROCK RIVER LIBRARY DISTRICT BOARD MEETING

806 1st Avenue, Silvis, IL 61282

November 20<sup>th</sup>, 2024, at 6:30 PM

Present: Present: Those in attendance include Pat Held, (President), Joanne Riedl [Vice-President], Stacy Bawden [Treasurer], Julie Black, [Secretary], Carole Karenke [Trustee]

Library Director: Amy Fry

Absent: Pam Bragg [Trustee]

1. The meeting was called to Order at 6:30 pm by Pat Held, Board President.
2. Public Comment: None
3. Approval of Minutes.
  - a. A motion was made by Stacy and seconded by Joanne to approve the July 17<sup>th</sup>, 2024; Public Hearing minutes as presented.

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

**The motion was approved unanimously, and the *July 17th, 2024, Public Hearing minutes* were adopted.**

- b. A motion was made by Stacy and seconded by Joanne to approve the September 18th, 2024, Board Meeting Minutes

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

**The motion was approved unanimously, and the *September 18<sup>th</sup>, 2024, board meeting minutes* were adopted.**

4. Approval of Treasure's Report  
A motion was made by Stacy and seconded by Julie to approve the November 20<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 *November 20<sup>th</sup>, 2024, Treasurer's Report* was adopted.**

5. Director's Report
  - a. Library Happenings
    - i. Building Maintenance/Projects
      1. HVAC Unit: The HVAC was installed. However, a different HVAC is now broken. Bornhoeft Heating is working on a quote now.
    - ii. Programming: Amy discussed Centennial events. She highlighted:
    - iii. Personnel: Amy discussed staff training, reviews, and open positions.

b. Annual Reports

- i. Unclaimed Property Report: Amy completed the Unclaimed Property Report.
- 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, but December is the last time we meet before then, so Amy will complete it before the December 11<sup>th</sup> 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 you again until the April 16th meeting.

c. Documents Filed

i. Ordinance 24-04 (Treasurer's Financial Statement):

1. A scan of the completed document was sent to Rock Island County.
2. Ordinance 24-04 has been submitted for publication (due by the last Thursday in December)
3. Proof of Publication will be sent to Rock Island County within 30 days of publication.

d. Trustee Facts File (Chapter 11: Fundraising): Chapter 11 goes over various fundraising sources for libraries. The pros (fundraising opportunities) and cons (high cost for startup) of incorporation were discussed, along with the Fund for Illinois Libraries, and creating a charitable foundation. Fundraising Campaigns were discussed. Trustees may be asked to fundraise. The director shares these responsibilities with the board. Tips for Successful Fundraising were listed. Setting a timetable, a budget goal, planning presentations, dividing up responsibility, etc. were discussed. The chapter ends with a discussion of Friends Groups.

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. Closed Session: pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

A motion was made by Julie and seconded by Joanne to adjourn to closed session pursuant to 5 ILCS 120/2(c)1 to discuss the director's annual review.

Secretary, Julie Black, requested a Roll Call Vote, ending with the Board President.

Stacy Bawden – yes  
Julie Black – yes  
Pam Bragg – absent  
Carole Karenke – yes

Linda Johnson – yes  
Joanne Riedl – yes  
Pat Held - yes

**There were six votes in the affirmative and zero votes in the negative. There was a unanimous affirmative vote and the trustees adjourned to closed session pursuant to 5 ILCS 120/2(c)1 at 6:40 pm.**

At 6:44 pm, it was moved by Julie and seconded by Joanne to return from the closed session.

Secretary, Julie Black, requested a Roll Call Vote, ending with the Board President.

Stacy Bawden – yes  
Julie Black – yes  
Pam Bragg – absent  
Carole Karenke – yes

Linda Johnson – yes  
Joanne Riedl – yes  
Pat Held - yes

**There were six votes in the affirmative and zero votes in the negative. There was a two-thirds vote in the affirmative and the trustees returned from the closed session discussion.**

7. APPROVE-Director’s Review: A motion was made by Joanne and seconded by Stacy to approve a \$500.00 stipend to Director, Amy Fry.

Secretary, Julie Black, requested a Roll Call Vote, ending with the Board President.

Stacy Bawden – yes  
Julie Black – yes  
Pam Bragg – absent  
Carole Karenke – yes

Linda Johnson – yes  
Joanne Riedl – yes  
Pat Held - yes

**There were six votes in the affirmative and zero votes in the negative. There was a two-thirds vote in the affirmative and the motion was approved.**

8. Unfinished Business

- a. Discuss Trustee Elections (April 1, 2025): Election packets were all returned to Amy. Amy must file the returned documents by **December 18<sup>th</sup>**. Using the information in the packets, she will fill out a “Certificate of Ballot,” and submit it to the County Clerk’s Office (Elections Division). The election will be held on April 1st, 2025.
- b. Discuss Per Capita Grant Requirements: This year’s requirements are as follows:
  - i. Each Rock River Library board member and Silvis Public Library board member must read Serving Our Public 4.0 on their own. This has been completed.
  - ii. The Silvis Library Board must review the chapter checklists as a group with the library director. This was completed.
  - iii. The Rock River Library District will be informed of the Silvis Library Board’s checklist review. Amy went over the Silvis library checklist, so this is now complete.
- c. Determine Ordinance 24-03 (Tax Levy): The Board determined that the 2024 Levy would be \$104,136.40. No vote was taken. A Truth in Taxation Hearing WILL be necessary. A Truth in Taxation Certificate, required by Rock Island County, will be signed at the December 11<sup>th</sup> meeting.

A motion was made by Joanne and seconded by Julie to seek the new Tax Levy.

Secretary, Julie Black, requested a Roll Call Vote, ending with the Board President.

Stacy Bawden – yes  
Julie Black – yes  
Pam Bragg – absent  
Carole Karenke – yes

Linda Johnson – yes  
Joanne Riedl – yes  
Pat Held - yes

**There were six votes in the affirmative and zero votes in the negative. There was a two-thirds vote in the affirmative and the *motion was approved.***

- d. Discuss Truth in Taxation: When a hearing needs to be held, a notice would 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. (This year, that would be between November 27<sup>th</sup> - December 4<sup>th</sup>.)
  - ii. Whether a hearing must be held or not, a Truth in Taxation Compliance Certificate must be sent to the County Clerk. Amy will get that certificate made and filed after the tax levy is approved.
  - iii. The Public Hearing will take place on **December 11<sup>th</sup> at 6:15 pm.**
- e. APPROVE - AFR (Annual Financial Report): Due to auditing requirements, Amy needs the board to approve the AFR before it is submitted.

A motion was made by Julie and seconded by Joanne to approve the AFR.

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

Secretary, Julie Black requested a Roll Call Vote, ending with the Board President

Stacy Bawden – yes  
Julie Black – yes  
Pam Bragg – absent  
Carole Karenke – yes

Linda Johnson – yes  
Joanne Riedl – yes  
Pat Held - yes

**There were six votes in the affirmative and zero votes in the negative. There was a two-thirds majority vote in the affirmative and the *Annual Financial Report was approved.***

- f. APPROVE - Donations to Schools: A motion was made to approve school donations as follows: \$1000 to Black Hawk Area Special Education Center, \$1000 to United Township, \$1000 to George O Barr, \$1000 to Silvis Junior High, \$1000 to Bowlesburg, and \$1500 to Eagle Ridge – for a total of \$6,500.

A motion was made by Joanne and seconded by Carole to approve these donations.

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

Secretary, Julie Black, requested a Roll Call Vote, ending with the Board President

Stacy Bawden – yes  
Julie Black – yes  
Pam Bragg – absent  
Carole Karenke – yes

Linda Johnson – yes  
Joanne Riedl – yes  
Pat Held - yes

**There were six votes in the affirmative and zero votes in the negative. There was a two-thirds majority vote in the affirmative and the *Donations to Schools* were approved.**

- g. APPROVE - Treasurer to Pay Winter Bills – A motion was made by Joanne and seconded by Julie to allow the Treasurer to pay Winter bills, as needed.

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

Secretary, Julie Black, requested a Roll Call Vote, ending with the Board President

Stacy Bawden – yes  
Julie Black – yes  
Pam Bragg – absent  
Carole Karenke – yes

Linda Johnson – yes  
Joanne Riedl – yes  
Pat Held - yes

**There were six votes in the affirmative and zero votes in the negative. There was a two-thirds majority vote in the affirmative and the motion to allow the *Treasurer to pay Winter bills* was approved.**

- h. APPROVE - Payments to Silvis: A motion was made by Joanne and seconded by Stacy to pay the Silvis Public Library \$68,078.31 plus \$5,019.30 Per Capita.

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

Secretary, Julie Black, requested a Roll Call Vote, ending with the Board President

Stacy Bawden – yes  
Julie Black – yes  
Pam Bragg – absent  
Carole Karenke – yes

Linda Johnson – yes  
Joanne Riedl – yes  
Pat Held - yes

**There were six votes in the affirmative and six votes in the negative. There was a two-thirds majority vote in the affirmative and the motion to allow the *Payments to Silvis* was approved.**

## 9. 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. Long-Range Plans – The Long-Range Plans for 2023-2025 were reviewed.
- c. Library Wishes – The library does not have any at this time.

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

- Director's Review
  - i. Library Happenings
    - 1. Building Maintenance/Projects
    - 2. Programming
    - 3. Personnel
  - ii. Annual Reports
    - 1. ILLINET Submitted
    - 2. AFR Submitted
    - 3. Library Certification Status
    - 4. Per Capita Status
  - iii. Documents Filed
  - iv. Trustee Facts File (Chapter 12)
- APPROVE 24-03 Tax Levy
- Statements of Economic Interest – Reminder to submit by the April due date.

11. A motion was made at 7:11 pm for Adjournment by Julie and seconded by Joanne.

Respectfully submitted,  
Julie Black, Secretary  
Rock River Library Board

**Truth in Taxation Public Hearing: Wednesday, December 11<sup>th</sup>, 2024, 6:15 PM**

**NEXT Board Meeting: Wednesday, December 11<sup>th</sup>, 2024, 6:30 PM**