



## ROCK RIVER LIBRARY DISTRICT BOARD MEETING

### SECRETARY NOTES

806 1st Avenue, Silvis, IL 61282

April 16<sup>TH</sup>, 2025, at 6:30 PM

Present:

Absent:

1. Call to Order: President, Pat Held, called the meeting was called to order at 6:31 p.m.
2. Public Comment: NONE
3. Approval of Minutes.  
A motion was made to approve the December 11<sup>th</sup>, 2024, Public Hearing and Board Meeting minutes as presented.

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

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

**The motion was approved unanimously, and the *December 11<sup>th</sup>, 2024, Public Hearing and Board Meeting minutes* were adopted.**

4. Treasurer's Report: \$17,193.29 in bills presented.  
A motion was made to approve the amended April 16<sup>th</sup>, 2025, Treasurer's Report as presented.

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

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

**The motion was approved unanimously, and the *amended April 16<sup>th</sup>, 2025, Treasurer's Report* was adopted.**

5. Director's Report
  - a. Library Happenings
    - i. Building Maintenance/Projects
      1. HVAC Unit (Circulation Desk Section): THE HVAC above the circulation desk area will be replaced in June.
      2. Staff Bathroom: The door hinges, door handle, and toilet handle system were all replaced in the staff bathroom.
      3. Patron Bathrooms: B&B Drain Tech snaked all pipes in the bathrooms.
    - ii. Programming
      1. "Winter Reading Kickoff" was held from January 2nd through February 28th. Adult and Teen registration increased from 2024. Children's registration decreased, as did program attendance.
      2. "Good Friday Bake Sale" will be held this Friday, April 18th, from 10a-4pm. Anyone interested in baking, may drop off donations on Thursday from 9am to 4pm. (Flyer is attached)
      3. "2025 Bingo Fundraiser" will be held on Saturday, August 9th from 6-8p. Amy asked the trustees to volunteer. Room Setup will be on August 5th from 10a to 4p. Volunteers are also needed on the day of the event from 5p to 9p.
    - iii. Personnel
      1. Professional Development
        - a. Quarterly Staff Development Day: The next Staff Development Day will be in May. The upcoming Summer Reading Program will be discussed.

- b. Staff Changes: Since the last Rock River Board Meeting, the library had to fill 3 different positions.
  - i. Cassie Hall is the new Communications Manager.
  - ii. Alyssa Epperly is the new Communications Clerk.
  - iii. Noah Hill is the new Youth Services Coordinator. His first day will be April 24<sup>th</sup>.

b. Annual Reports

- i. Library certification: The Library Certification Report was completed prior to the March 31st due date.
- ii. Per Capita grant 23-24: The Per Capita Report was completed prior to the January 30th due date.
- iii. Per Capita 2025 Requirements: Currently the requirements have not changed. However, funding for these grants may not be available due to dismantling of the IMLS (Institute of Museum and Library Services) by the federal government. I will continue to present new information as it becomes available. (Information sheets have been attached)

c. Documents Filed

- i. Ordinance 24-03 (Truth in Taxation Hearing): The meeting notification was published 7-14 days prior to the meeting. Proof of Publication was sent to Rock Island County.
- ii. Ordinance 24-04 (Tax Levy): Sent to County Clerk prior to deadline (along with Truth in Taxation)
- iii. Ordinance 24-05 (Treasurer's Financial Statement): Published and sent to County Clerk.
- iv. List of Rock River Library District board trustees (address, phone, position): Sent to County Clerk prior to 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 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 at the beginning every term.
- e. Statements of Economic Interest: Amy reminded the trustees to complete and send their Statements of Economic Interest to the county by May 1st, 2025.
- f. Trustee Facts File (Chapter 13 - Public Relations): Chapter 13 discusses creating a Public Relations Policy, cultivating community partnerships, utilizing media in a promotional campaign, making public presentations, and the importance of patron input.

6. Unfinished Business

a. Trustee Elections

- i. Results – As of today, election results have not be certified. 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. Review - Long Range Plans: The 2023-2025 Long Range Plans were reviewed.

c. Review - RRLD Bylaws: Bylaws were reviewed, and no changes were suggested.

d. Approve - Payments to Silvis: A motion was made to pay the Silvis Public Library \$17,193.29.

**Motion:** Stacy Bawden     **Second:** Joanne Riedl

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

Trustee, Joanne Riedl announced the roll call vote, ending with the Board President.

Carole Karenke – ABSENT  
Julie Black – ABSENT  
Stacy Bawden – YES  
Joanne Riedl – YES

Pam Bragg – YES  
Linda Johnson – YES  
Pat Held – YES

**There are 5 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 Sessions Minutes: At 6:46 p.m., it was moved to convene in closed session to review all closed session minutes from April 2024, July 2024, and November 2024, as allowed in 5 ILCS 120/2(c)21.

**Motioned:** Joanne Riedl

**Seconded:** Pam Bragg

Trustee, Joanne Riedl, announced the roll call vote, ending with the Board President.

Carole Karenke – ABSENT

Julie Black – ABSENT

Stacy Bawden – YES

Joanne Riedl – YES

Pam Bragg – YES

Linda Johnson – YES

Pat Held – YES

At 6:50 p.m., it was moved to return from closed session.

**Motioned:** Joanne Riedl

**Seconded:** Stacy Bawden

Unanimously approved.

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

Motioned: Joanne Riedl

Seconded: Stacy Bawden

Trustee, Joanne Riedl, announced the roll call vote, ending with the Board President.

Carole Karenke – ABSENT

Julie Black – ABSENT

Stacy Bawden – YES

Joanne Riedl – YES

Pam Bragg – YES

Linda Johnson – YES

Pat Held - YES

**There are 5 votes in the affirmative and 0 votes in the negative. There is a two-third vote in the affirmative and the *Closed Session minutes from April 2024, July 2024, and November 2024, will not be released and will be kept on file.***

## 7. New Business

- a. Discuss 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. Discuss Ordinance 25-01 (Meeting Dates & Times): The Draft of Ordinance 25-01 was presented. Amy asked the trustees to look it over and be ready to vote on it at the May meeting.
- c. Discuss Ordinance 25-02 (Tentative Budget & Appropriation): The Tentative Budget & Appropriations for FY25-26 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.
- d. Discuss RRLD Mailing: Due to the IMLS funding cuts, Amy suggested that the RRLD forgo the Summer Reading Mailer for 2025. If all funding is allocated, a mailer can be sent out later.
- 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. Library Wishes: Due to the elimination of funding for the IMLS, Amy suggested that the board hold off on spending anything extra, including mailings, library wishes, and payments to the schools.

9. Items to be placed on 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
- April 2025 Consolidated Election Results & Oath of Office
- Trustee Training – Trustee Facts File: Chapter 14
- Election of Officers - Send list to the RI County Clerk & IL State Library. (75 ILCS 16/30-40) DUE: Jul 12.
- Rock River Contract with Silvis – Approve
- Ordinance 25-01 (Meeting Dates & Times) - Approve
- Ordinance 25-02 (Tentative Budget & Appropriations) – Approve *for posting and review*
- Set Hearing Date for Tentative Budget
- Payments to Silvis – Approve
- Library Wishes – Wait until we know if we are receiving money from the Per Capita Grant

10. Adjournment at 7:11 p.m.

**Motion:** Joanne Riedl

**Second:** Stacy Bawden

Unanimously approved.

**NEXT Board Meeting: Wednesday May 21<sup>st</sup>, 2025, 6:30 PM**