

Rock River Library District Board Meeting  
806 1st Avenue, Silvis, IL 61282  
September 21, 2022, at 6:30 PM

The meeting was called to order at 6:32 p.m.

Present: President Pat Held, Vice-President Joanne Riedi, Treasurer Stacy Bawden, Secretary Julie Black, Pam Bragg, Linda Johnson, Carole Karenke, and Amy Fry, Library Director.

Public Comment: None

1. Approval of Minutes.

A motion was made to approve the July 2022 minutes as presented.

The motion was made by Stacy and seconded by Pam to approve the minutes.

After the motion was made and seconded, Pat opened the floor for discussion and followed by a vocal vote.

**There are seven votes in the affirmative and zero votes in the negative. There is a majority vote in the affirmative and the *July 2022 minutes* were adopted.**

2. Treasurer's Report:

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

The motion was made by Julie and seconded by Joanne to approve the report.

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

**There are seven votes in the affirmative and zero votes in the negative. There is a majority vote in the affirmative and the *Treasurer's Report* was approved.**

3. Director's Report

- a. Summer Reading 2022 Review – Amy presented the board with this year's Summer Reading Overview.
  - i. 32 local organizations donated this year.
  - ii. 2,341 participants attended events.
  - iii. Total Reading Program participation increased 65.7% from 2021 (414 to 686).
    1. 353 children registered for the Reading Program (an increase of 51.5% from 2021).
    2. 72 teens registered for the Reading Program (an increase of 20% from 2021).
    3. 261 adults registered for the Reading Program (an increase of 115.7% from 2021).
    4. Children ages 0-4 read a total of 2,383 books.
    5. Ages 5-Adult read 303,497 pages!

- b. Trunk or Treat 2022 Update – The library is preparing for the return of the annual Trunk or Treat (after a two-year hiatus due to Covid-19). It will be held on Saturday, October 22<sup>nd</sup>, 5-7 pm. This year, they have added goody bags, refreshments (popcorn, hot dogs, bottled, water), and professional photography to the event. Amy is working with local organizations to gather sponsors and volunteers. She encouraged the Rock River trustees to volunteer their time for this event. Shout-out to HyVee for providing the hotdogs, buns, water, and for cooking the hotdogs!
- c. Centennial Committee Update – The Centennial Committee met on September 12th. Committee Invitations, Centennial Logo, Silvis History Book, and Anticipated Revenue/Expenditures were discussed. The October 10th Centennial Meeting will be held at 5:30 pm in the library’s programming room. Amy encourages the Rock River trustees to attend. The Coupon Book Fundraiser and the January 2023 BINGO Fundraiser will be discussed.
- d. Building Maintenance
  - i. **Parking Lot** – The project is set to be completed at the end of September (exact date to be determined).
  - ii. **Stucco** – The exterior stucco is set to be repaired. This should be completed by the end of October.
  - iii. **Exterior Wi-Fi Access Point** – Library Computer Technician, Jason Jensen is looking into the costs/procedures to add an additional Meraki access point, which is compatible with the internal access point schedule. Amy will update the board next month. Exterior loitering problems made a change necessary.
  - iv. **Book Drop** – The library’s book drop is being relocated and replaced. This should be completed by the end of October. The old box is rusting out and will be replaced by the book slot.
  - v. **Security Doors** – Two of the library’s security doors are being replaced. This should be completed by the middle of October.
- e. Documents Filed: A scan of the completed Ordinance 22-02 (Combined Budget & Appropriations) was sent to Rock Island County within 30 days of approval (August 3rd). Ordinance 22-02 was published, without appropriations column, within 30 days of approval (August 4th). Proof of Publication was scanned to Rock Island County on September 14th.
- f. Trustee Training (Trustee Facts File - Chapter 2: Orientation for New Trustees) – The library board, along with the Director, discussed Chapter 2, which is split into two sections. The first section is for *new trustees* and the second is for *anyone responsible for trustee orientation*.
  - i. Information for New Trustees
    - 1. Illinois Public Libraries: Administrative Types

- a. Municipal Libraries (Silvis Public Library) – established by cities, villages, and townships, according to the Illinois Local Library Act, 75 ILCS 5.
    - i. Boundaries are the same as the city/village/township.
    - ii. In villages and townships, citizens are established by referendum. Trustees are elected by citizens.
    - iii. In cities, the city government establishes the library. Trustees are appointed by the mayor. The Silvis Library is this type.
  - b. District Libraries (Rock River Library District) – established under the Illinois Public Library District Act, 65 ILCS 16.
    - i. Boundaries may include areas from more than one local governmental unit and outlying unincorporated areas.
    - ii. District libraries have independent corporate authority and taxing power. Trustees are elected. The Rock River Library District is this type.
2. Brief History of Public Libraries – Harvard College Library was the first significant library in the colonies, established in 1636. In 1854, Boston opened the first big-city public library funded by local taxes. In 1872 the Illinois General Assembly passed legislation authorizing tax-supported public libraries. The American Library Association was established in 1876. The Illinois Library Association was established in 1896. By the 1920s, public libraries were widespread throughout the United States, with publicly funded institutions in most towns of any size. Currently, Illinois has 637 public libraries – 796 total branches.
- ii. Information for Those Responsible for Trustee Orientation
    1. Orientation Activities –
      - a. Board President (or designated trustee) makes initial contact with new trustee to schedule orientation. Currently, at the Silvis Library, this is done by the Library Director. Amy suggested this be done by the Board President in the future.
      - b. Tour of Library – This can be done individually – leaving the rest of the orientation for another date. This is done by the Director or Assistant Director. The trustee should be introduced to staff and given a tour of the building.
      - c. Board President (or designated trustee) schedule another meeting to review the business of the board, including by-laws; ethics; meeting times/formats; recent decisions and accomplishments; future plans/goals; and budgets. Currently, at the Silvis Library, this is done by the Library Director. Amy suggested this be done by the Board President in the future.
      - d. Additional training may be done at the first board meeting – slower pace, more in-depth explanation, leave time for new member to ask questions.

2. Orientation Materials – Suggested list of Orientation Materials
  - a. Library Mission Statement
  - b. Trustee Contact Sheet (names, officers, addresses, phone numbers, email addresses, term, OMA status)
  - c. Calendar of Board Meetings and Library Holidays
  - d. Organization Charts of Staff
  - e. ILA Trustee Facts File - Have Trustee read Chapter 1 and first part of Chapter 2, initially
  - f. Board of Trustees By-Laws
  - g. Policy Manual
  - h. Budget (Current and Previous Fiscal Year)
  - i. Annual Report
  - j. Monthly Reports (most recent) – Bill sheet, Treasurers Report, Director’s Report. Amy suggested just giving them the latest Board Packet.
  - k. Minutes from Recent Meetings. Currently, we give 12 months.
  - l. Illinois Library Laws & Rules – These can be located online at: <https://www.ilsos.gov/departments/library/about/statutesrules.html>
  - m. Serving Our Public 4.0 (Standards for Illinois Public Libraries)
  - n. Recent Issues of ILA Reporter – Can be obtained online at <https://www.ila.org/publications/ila-reporter>
  - o. Information on the Illinois State Library, regional library systems, and their relationships to local libraries
  - p. Contact information, including website addresses, for the American Library Association (ALA) and Illinois Library Association (ILA)
  - q. Local Library History – can be found on our website [www.silvislibrary.org](http://www.silvislibrary.org)
  - r. Promotional materials – latest library newsletter, links website, and social media pages.

#### 4. Unfinished Business

- a. Discuss Trustee Per Capita Requirements for FY22-23 - Amy spoke to Gwen Harrison from the Illinois State Library regarding the 2023 Per Capita Grant requirements. The requirements will *not* change, and the application will be due the end of January 2023. 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. Amy will send all trustees a digital copy of Serving the Public after tonight’s meeting.
    1. The Silvis Library Board members are to have completed the reading prior to their October meeting.
    2. Rock River board members are to have completed the reading prior to the October meeting.
  - ii. The Silvis Library Board must review the chapter checklists as a group with the library director.
    1. This will be on the agenda for their October meeting.
    2. All checklists will be discussed during the meeting.

- iii. The Rock River Library District will be informed of the Silvis Library Board's checklist review.
  - 1. Per the State Library, because RRLD contracts with Silvis for all services, we do not need to review the checklists ourselves. Amy does, however, need to inform us of what Silvis found during their review.
  - 2. This will be on the agenda for our October meeting.
- b. Ordinance 22-03 (Tax Levy) – The Board determined that the 2022 Levy would be \$89,950. No vote was taken. A Truth in Taxation Hearing will not be necessary. A Truth in Taxation Certificate, required by Rock Island County, will be signed at the **October** meeting.
- c. Truth in Taxation: If a hearing needed 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.
  - 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 at the October meeting.
- d. Ordinance 22-04 (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 Pam  
After the motion was moved and seconded, Pat opened the floor up to discussion.

**There are seven votes in the affirmative and zero votes in the negative. There is a two-thirds vote in the affirmative and *Ordinance 22-04 (Treasurer's Financial Report)* was adopted.**

## 5. New Business

- a. Annual Financial Report: Due to auditing requirements, Amy needs the board to approve the AFR before it is submitted.  
A motion was made by Pam and seconded by Joanne  
After the motion was moved and seconded, Pat opened the floor up to discussion.

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

A Certification of 3/5 Majority Vote Form was filled out. Amy will submit the AFR as presented prior to the deadline.

- b. Trustee Elections - Amy has made a packet for both Board members that are required to run in the 2023 elections (Carole Karenke and Joanne Riedl). Each packet includes example forms. This year 4 signatures are needed for each trustee's petition. Receipt of "Statement of Economic Interest" must be filed with nominating petitions. Both trustees will need to have their papers notarized and brought to the library Director by November 14<sup>th</sup>. Amy must file the returned documents between December 12-19<sup>th</sup>, 2022. 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 4<sup>th</sup>, 2023.
- c. Donations to Schools – This will be voted on at the October meeting. It was suggested that we add Blackhawk Area Education to our list of schools receiving donations. After discussion, it was decided that it could be added and will be included in our school donation list.
- d. Treasurer to Pay Winter Bills – This will be voted on at the October meeting.
- e. Payments to Silvis – Payments to Silvis were discussed. They will be voted on at the October meeting.
- f. Library Wishes – The library does not have any at this time.

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

- Review Per Capita Requirements
- Unclaimed Property Report Status
- Director's Annual Review
- Ordinance 22-03 (Tax Levy) - Approve
- School Donations – Approve
- Treasurer to Pay Winter Bills – Approve
- Payments to Silvis – Approve
- Library Wishes
- Trustee Training – Trustee Facts File: Chapter 3
- Trustee Elections – Reminder to turn in Packets
- Statements of Economic Interest – Reminder to submit by the April due date
- Long Range Plans – Review
- Closed Session Minutes - Review

7. It was moved By Julie to adjourn and seconded by Stacy. It was unanimously approved at 7:18 pm

Respectfully submitted.

Julie Black

RRLB Secretary

**NEXT Board Meeting: Wednesday, October 19, 2022, 6:30 PM**  
**Silvis Public Library – 806 1<sup>st</sup> Avenue, Silvis, IL. 61282**