



Rock River Library District Board Meeting
806 1st Avenue, Silvis, IL 61282
May 17, 2023, at 6:30 PM

Present: Present:

Trustees: Pat Held, President, Joanne Riedl, Vice-president, Julie Black, Secretary, Stacey Bawden, Treasurer, Linda Johnson, Carole Karenke
Library Staff: Amy Fry, Library Director

Absent: Pam Bragg

1. Call to Order – The meeting was called to order at 6:30 by Pat Held

2. Public Comment: None

3. Approval of Minutes.

A motion was made to approve the April 2023 minutes as presented.

A motion was made by Stacey and seconded by Julie to approve the minutes from the April meeting. After the motion was moved and seconded, Pat opened the floor up for discussion.

The motion was approved unanimously, and the *April 2023 minutes* were adopted.

4. A motion was made to approve the April 2023 Treasurer’s Report as presented.

A motion was made by Julie and seconded by Carole to approve the treasurer’s report. After the motion was moved and seconded, Pat opened the floor up for discussion.

The motion was approved unanimously, and the *April 2023 Treasurer’s Report* was approved.

5. Director’s Report

a. Library Happenings:

i. Building Maintenance/Projects

1. Roof: The library is still gathering quotes. The anticipated start date is August 2023.

2. Vestibule: Public Works will be waterproofing the vestibule next week.

3. Smoke Alarms: The library is replacing 25 outdated smoke alarms. The replacement has been approved and will begin soon.

ii. Programming:

1. Summer Reading Program: Early signup began May 1st. The program runs from June 1st through July 31st. Silvis residents received an SRP flyer with their May water bill. Rock River residents will also receive a mailer – either a flyer or a postcard.

2. Centennial: The first Bingo Night will be tomorrow, May 18th from 5-7 pm, at the McGehee Center. We hope to see you there!

iii. Personnel:

1. PUG Day: PrairieCat Users Group Day (PUG Day) is an annual event dedicated to professional development, networking, and continuing education for PrairieCat member library staff. This year, the library will be closed to allow staff to attend. PUG Day will be held Friday, September 29th, at Waubensee Community College in Sugar Grove, IL.

2. ILA: The Illinois Library Association (ILA) holds an annual conference to enable its members to receive continuing education, build professional networks, and discover new products and services for professional use.
 - a. October 24-26th at the BOS Center in Springfield, IL.
 - b. Keynote Speaker will be Dr. Emily J.M. Knox. Her most recent book *Foundations of Intellectual Freedom* won the 2023 Eli M. Oboler Prize for best published work in the area of intellectual freedom.
 - c. Youth Services Author Speaker will be Jason Chin. Jason Chin received a Caldecott medal for illustrating *Watercress* in 2022. He is a featured artist for the 2024 iREAD summer reading program theme: Read, Renew, Repeat.
 - d. Tickets are not available yet – but due to the sponsorship of the RRLD, Amy Fry and Rachel Carter will be in attendance this year.
3. Vacation: Amy will be on vacation for two weeks, beginning June 10th. She will be available by email.

b. Annual Reports:

- i. Per Capita Grant Requirements FY23-24: FY23-24 requirements are not posted. It is likely they will stay the same as FY22-23, but Amy will update the board if those changes.
- ii. IPLAR: For public library districts, the deadline is September 1 of each year [75 ILCS 16/30-65]. Amy will complete this prior to the July meeting.

c. Documents Filed:

- i. Elected Officers List – After approval tonight, this will be sent to the County and IL State Library – due July 1st.
- ii. Ordinance 23-01 (Meeting Dates) – This will be sent to the county after approval tonight – due July 1st.
- iii. Publish Public Hearing (Budget & Appropriations) – The date of the meeting MUST be published at least 30 days prior to the meeting. This will be done after the meeting date is approved this evening.

d. FOIA/OMA (Director):

- i. FOIA: The library director is required to complete this training annually. Amy completed this on May 14, 2023.
- ii. Open Meetings Act (OMA) Training: The library director is required to complete this annually. Amy completed this on May 14, 2023.

- e. Trustee Facts File (Chapter 5: Policymaking): Chapter 5 discusses policymaking. It explained the difference between policies and procedures; discussed crafting and codifying policies; reviewed and updated policies; and provided a list of policy areas.

6. Unfinished Business

a. Trustee Elections:

- i. Results: Amy received confirmation that the results have been certified. Joanne and Carole have both been reelected to 6-year terms.
- ii. Oath of Office: Joanne and Carole recited and signed the oath of office. Julie signed the document.
- iii. OMA Training: Amy sent Joanne and Carole the link and instructions to Joanne and Carole. The training will be completed prior to the July meeting.

- b. Election of Officers: Per the discussion at the April meeting, Pat Held agreed to run for President, Joanne Riedl agreed to run for Vice-President, Julie Black as Secretary, and Stacy Bawden as Treasurer.

A motion was made to elect the proposed officers.

A motion was made by Pat and seconded by Linda to elect the proposed officers.

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

There are six votes in the affirmative and zero votes in the negative. There was a majority vote in the affirmative and the *proposed officers* were elected.

- c. APPROVE – RRLD Mailer: Amy presented a proposed mailer to the board.

A motion was made to approve the purchase of a mailer for \$1,013.47.

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

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

There are six votes in the affirmative and zero votes in the negative. There was a majority vote in the affirmative and the *purchase of a mailer for \$1,013.47* was approved.

- d. RRLD Contract with Silvis - The service contract with Silvis Public Library was presented.

A motion to accept the FY23-24 Silvis Library Contract was made.

A motion was made by Julie and seconded by Joanne to approve the contract with Silvis.

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

There are six votes in the affirmative and zero votes in the negative. There was a majority vote in the affirmative and the *FY23-24 Contract with Silvis* was approved.

- e. Ordinance 23-01 (Meeting Dates & Times) – Amy presented the proposed Ordinance 22-01.

A motion to accept Ordinance 23-01 was made.

A motion was made by Julie and seconded by Joanne to approve the meeting dates and times.

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

There are six votes in the affirmative and zero votes in the negative. There was a majority vote in the affirmative and *Ordinance 23-01 (Meeting Dates)* was approved.

- f. Ordinance 23-02 (Tentative Budget & Appropriation) - Amy presented a draft of the Tentative Budget & Appropriations for FY23-24.

A motion to POST the Tentative Budget & Appropriations was made.

A motion was made by Joanne and seconded by Julie to post a tentative budget. **Motion:** _____

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

There are six votes in the affirmative and zero votes in the negative. There was a majority vote in the affirmative and the motion to *POST Ordinance 23-02 (Tentative Budget & Appropriations)* was approved.

- g. APPROVE – Purchase of Voice Recorder Bundle: Amy presented a handout covering the OMA requirements for recording Closed Sessions and Electronic Meetings. A motion was made to purchase a voice recorder and case for up to \$90.00.

A motion was made by Julie and seconded by Joanne to purchase a recorder bundle.

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

The motion was approved unanimously, and the *voice recorder bundle purchase* was approved.

7. New Business

- a. Budget & Appropriations Public Hearing Date – The date of the meeting MUST be published at least 30 days prior to the meeting. **July 19th at 6:15pm** (prior to the regularly scheduled Board Meeting) was suggested by Amy.

A motion to have the Public Hearing on July 19th at 6:15 pm was made.

A motion was made by Julie and seconded by Joanne to have a public meeting on July 19th.

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

There are six votes in the affirmative and zero votes in the negative. There was a majority vote in the affirmative and the *July 19th, 6:15 pm Budget & Appropriations Public Hearing Date* was approved.

- b. Library Wishes: An Amazon gift card for \$50.00 to give away for the mailer raffle. The motion was made by Carole and seconded by Linda. The motion was approved unanimously.

8. Items to be placed on the next meeting’s agenda.

- Director’s Review
 - i. Library Happenings
 - 1. Building Maintenance/Projects
 - 2. Programming
 - 3. Personnel
 - ii. Annual Reports
 - 1. 2023 Per Capita Requirements
 - 2. IPLAR Status
 - iii. Documents Filed
 - iv. Trustee Facts File (Chapter 6)
- Discuss 23-03 Tax Levy
- Discuss Truth in Taxation
- Discuss Treasurer’s Financial Statement (Ordinance 23-04)
- OMA Training (Joanne & Carole)
- Adopt Ordinance 23-02 (Budget & Appropriations)
- Closed Session Minutes – Review
- Library Wishes
- Fireproof safe
- Mailer list

9. The meeting was adjourned at 7:06 pm.

Respectfully submitted,

Julie Black
Secretary

NEXT Board Meeting: Wednesday July 19th, 2023, 6:30 PM