

**Rock Island Public Library Board Meeting Minutes**  
**June 16, 2020 at 5:00 p.m.**  
**Southwest Library – Community Room**  
***9010 Ridgewood Road, Rock Island***

The Board of Trustees of the Rock Island Public Library met at the Rock Island Public Library, Southwest Library, with Eudell Watts III, presiding. Many Board members utilized the teleconferencing option allowed under the Governor's Executive Order, which modifies the physical quorum requirements of the Open Meetings Act during the COVID-19 crisis.

**Call to Order:** Eudell Watts III called the meeting to order at 5:00pm.

**Attendees:** Karen Phillips (teleconference), Pat Mahar (teleconference), Jo Noon, Deborah Freiburg, Holly Sparkman (teleconference), Elizabeth Russell (teleconference), Jacki Nelson, Jenni Swanson, and Kathy Lelonek, RIPL Foundation. Although not yet necessary, a physical quorum was achieved at the Southwest Library.

**Public Comment:** Patrons had the opportunity to comment in-person, via teleconference or phone, or via email. No public comment was received.

**Approval of Minutes:** The Board reviewed the May 19, 2020, meetings. With no additions or corrections, Eudell Watts III advised the minutes stand approved as written.

**Board Education:** Illinois Public Library Standards Discussion, Chapters 1 & 2 - Postponed

**Correspondence:** None received.

**Committee Reports:**

***Finance***

Holly Sparkman made a motion to approve monthly bills for May, in the amount of \$39,506.54. Karen Phillips seconded. The Board took a recorded vote: 8 Ayes – Noon, Sparkman, Freiburg, Russell, Phillips, Nelson, Mahar, and Swanson; 0 Nays. Motion passes.

Jenni Swanson agreed to chair the Finance Committee for 2020, with additional members of Jacki Nelson and Elizabeth Russell. Director Campbell will send an email to set a committee meeting to discuss CY2021 Budget.

***Buildings and Grounds***

Buildings and Grounds Chair deferred to Director Campbell regarding building issues, which were covered in the monthly Director's Report.

### ***Personnel & Policy***

Debbie Freiburg volunteered to Chair the Personnel and Policy Committee. Director Campbell will send out an email to set a policy review meeting.

### ***Planning & Community Relations***

Holly Sparkman will remain the Chair of the Planning and Community Relations Committee. Director Campbell will send out an email to set a strategic planning meeting.

### ***Art Committee***

Director Campbell and Foundation Director Lelonek reported that the RIPL Artwork Re-framing Project is still underway.

### ***Foundation***

Foundation Director Lelonek reported that Birdies for Charity mailings have been sent. The Capital Campaign is still moving forward, but on pause. There is still work being done behind the scenes. She also encouraged all Board members to contact her if they have any questions about what is happening.

### **Administrator Reports:**

#### ***Director's Report & Statistics***

Director Campbell provided a written report and statistics. She also added that she is currently working on the budget and will meet with the City Manager regarding staff organization and library budget.

The Milan Blackhawk Area Public Library District will meet on June 25, at 4pm, at the Southwest Library.

### **Unfinished Business:**

1. \*Long Range Planning
  - a. Contract for sale of Library property located at 3059 30<sup>th</sup> Street
    - \* Jenni Swanson made a motion to approve the purchase agreement and its terms for the sale of the 30/31 Library to the American Doll and Toy Museum, subject to minor attorney modifications. Debbie Freiburg seconded. Director Campbell explained that the document was prepared by the city attorneys, and included everything originally approved during the RFP process. The Board took a recorded vote: 8 Ayes – Noon, Sparkman, Freiburg, Russell, Phillips, Nelson, Mahar, and Swanson; 0 Nays. Motion passes.
  - b. YMCA Partnership/Capital Campaign – Updates about the Tri-City Jewish Center project were shared by Foundation Director Lelonek during the Foundation Update.

2. \*Library Locations' Hours – Director Campbell explained that the modified hours were working out very well for curbside delivery. The Library will keep to the shorter hours throughout phases 2 and 3 of the library's reopening plan.
3. Energy Performance Project – Director Campbell explained that the City is still planning on doing the project, pending funding.
4. Finalize Committee List – The list was finalized throughout the meeting. Director Campbell will provide an updated list at the next Board meeting.

### **New Business**

1. \* Jo Noon made a motion to approve donating the Story Mountain display case and all dolls to the American Doll and Toy Museum for permanent display, acknowledging the Library and their original owner. Jacki Nelson seconded. The Board discussed the pros and cons of this donation. All felt it was a good idea, but wanted some assurance that if something were to happen to the museum the items would be returned to the library. The Board took a recorded vote: 8 Nays – Noon, Sparkman, Freiburg, Russell, Phillips, Nelson, Mahar, and Swanson; 0 Ayes. Motion failed.  
  
\* Elizabeth Russell made a motion to approve a long-term loan of the Story Mountain display case and all dolls to the American Doll and Toy Museum for permanent display, acknowledging the Library and their original owner. Holly Sparkman seconded. The Board took a recorded vote: 8 Ayes – Noon, Sparkman, Freiburg, Russell, Phillips, Nelson, Mahar, and Swanson; 0 Nays. Motion passes. Director Campbell will work on a memorandum of understanding with the American Doll and Toy Museum.
2. \* Karen Phillips made a motion to appropriate the proceeds of the real estate sale into the assigned building reserve fund for future library building improvements. Jenni Swanson seconded. The Board proceeded to discuss how the money could be spent. Director Campbell assured the Board it would have to be spent on building improvements for any of the library locations, both current and future; and that any money spent would have to be approved by the Board before pulling it out of the reserve fund. The Board took a recorded vote: 8 Ayes – Noon, Sparkman, Freiburg, Russell, Phillips, Nelson, Mahar, and Swanson; 0 Nays. Motion passes.
3. \* Jacki Nelson made a motion to approve beginning Phase III of the library's reopening plan on July 6, 2020. Debbie Freiburg seconded. Director Campbell said she will work with staff on hours and specifics, but will follow the plan as closely as possible. This Phase includes limited building access, computer use by appointment only, photocopier use, continued curbside pickup, and no seating/loitering. The Board took a recorded vote: 8 Ayes – Noon, Sparkman, Freiburg, Russell, Phillips, Nelson, Mahar, and Swanson; 0 Nays. Motion passes.

4. \* Karen Phillips made a motion to approve the following temporary policy. Debbie Freiburg seconded.

*All persons entering the library must wear a face covering and must maintain a six-foot distance from all other persons when practicable. Reasonable accommodations such as curbside service and online resources are available to those who are medically prevented from, or decline to wear, a face covering. Those refusing to wear a face covering and/or to maintain six-foot distance when practicable shall be required to leave the library. Those who refuse to leave shall be banned for a period of three months. This policy shall be lifted automatically when the Illinois Department of Public Health declares that the state has reached Phase 5 of the Restore Illinois plan. The policy shall be reinstated automatically should the Illinois Department of Public Health determine that the state must return to any phase lower than Phase 5 of the Restore Illinois plan.*

The Board expressed their concern for the staff enforcing this policy. Director Campbell explained she will reinstate security personnel by the reopening date. Although masks will not be supplied to visitors, there are ways they can use clothing, handkerchiefs, or paper towels to cover their nose and mouths. The Board took a recorded vote: 8 Ayes – Noon, Sparkman, Freiburg, Russell, Phillips, Nelson, Mahar, and Swanson; 0 Nays. Motion passes.

#### **Information Sharing**

- Committee List – Draft will be updated to the final version and passed out at next meeting.
- Customer Survey Results – Concern about lack of participation and interest in online programs. Director Campbell explained that more promotion was needed of the YouTube channel, and that it is possible some people didn't realize they were attending online programs. She assured the Board programmers will keep evaluating their efforts.
- Per Capita Aid Award – The Award letter came, and the amount may go up if current legislation is passed.
- REALM Project – Process/Update Handout
- "My Library Is..." Marketing Talking Points Handout
- County Clerk Page – Included in packet

**Closed Session** – Not necessary.

**Announcements** – Karen Phillips shared a big "thank you" to staff for all their hard work during the crises. All other Board members agreed.

**Adjournment** - Being no further business, President Watts adjourned the meeting at 5:40pm.

Respectfully submitted by,  
Angela Campbell, Library Director