

Rock Island Public Library Board Meeting Minutes
July 19, 2022
5:00pm
Rock Island Public Library – 2nd Floor, Downtown Library

Type of Meeting: Regularly Scheduled Board Meeting

Meeting Facilitator: Eudell Watts III

Call to Order: President Eudell Watts III called the meeting to order at 5:01 pm.

Attendance: Elizabeth Russell, Pat Mahar, Jo Noon, Deborah Freiburg, Karen Phillips, Jacki Nelson, Jenni Swanson, Dr. Yolanda Grandberry Pugh; Angela Campbell, Library Director; Lisa Lockheart, Publicity/Outreach Liaison; Malachi Kohlwey, Business Office & Facilities Director; Kathy Lelonek, Foundation Director, Rob Baugous, City HR Director

Absent: Sam Baugous, RIHS Teen Advisory Member

Public Comment: None.

Approval of Minutes: The Board reviewed the meeting minutes of May 17, 2022. Without any additions or corrections, President Watts advised the minutes be approved as written.

Board Education: Director Campbell discussed Chapters 11 and 12 of the *Serving Our Public IL Public Library Standards* and asked if the board had any questions.

Correspondence:

- Kudos from Friendship Manor
 - The board praised the efforts of the Library team to provide outreach to Friendship Manor.
- Patron Comment about Juneteenth
- Patron Comment about adding a local author's book to the collection
- Patron Comment about Summer Reading thanks

Committee Reports

Finance – Jenni Swanson

Jenni Swanson made a motion to approve monthly bills for May in the amount of \$ 50,891.61. Karen Phillips seconded. After no further discussion, President Watts took a recorded vote: 8 ayes – Mahar, Noon, Freiburg, Phillips, Nelson, Swanson, Grandberry Pugh, Russell; 0 nays; motion carried. Jenni Swanson made a motion to approve monthly bills for June in the amount of \$ 82,454.26. Pat Mahar

seconded. After no further discussion, President Watts took a recorded vote: 8 ayes – Mahar, Noon, Freiburg, Phillips, Nelson, Swanson, Grandberry Pugh, Russell; 0 nays; motion carried. The Library board will vote on the CY 2023 budget at the August 16th Library Board meeting. Director Campbell advised that she will meet with the City Manager and City Finance Director for the Library CY 2023 budget review on August 25th at 9 am and invited the board to attend.

Buildings and Grounds – Pat Mahar

No report from this committee.

Personnel & Policy – Debbie Freiburg

The board set a personnel and policy meeting on August 10th at 11 am.

Planning & Community Relations – Karen Phillips

No report from this committee. Director Campbell advised that the Library and YMCA will be partnering for some events and will set a future Planning and Community Relations to discuss the partnership.

Art – Pat Mahar

No report from this committee. Pat asked about the quilting displays for the new Library opening. Jo Noon advised that the 150th Anniversary Committee is planning an event/project including quilts for display at the Downtown Library.

Foundation – Kathy Lelonek

Foundation Director Lelonek provided an update on the Capital Campaign. The food for thought event went really well, raising over \$8,000.00! Director Lelonek advised that board members can reach out to her if they want a tour to see the construction progress at the Watts-Midtown Library. The next meeting of the Foundation Board will be August 11, 2022, at 4 pm at the Downtown Library.

Administrator Reports

Director's Reports & Statistics – Director Campbell advised that the Library submitted all of its ARPA requests to the City and has been a host location for the City's ARPA survey. Additionally, Director Campbell advised that the Library's Summer Reading program has been a huge success; our patrons have over 250,000 minutes read, far surpassing the 100,000-minute goal! Director Campbell asked if the board had any questions or comments. Karen praised the improvement of the Libraries statistics. Additionally, the board discussed how to continue working with the City and how to present itself to the community.

Dr. Yolanda Grandberry Pugh left at 6:07 pm

Milan Blackhawk Area Public Library District

Director Campbell advised that the next Milan Blackhawk Board meeting is on July 28, 2022, at 4 pm at the Southwest Library.

Unfinished Business

1. Facilities Director Kohlwey provided an update on the South Parking Lot. Pat Mahar has graciously donated his time to work on a design for the parking lot. The board discussed future plans for the lot and provided direction for Pat Mahar's design. Jenni Swanson motioned to approve the purchase agreement for the South Parking Lot with minor attorney modifications. Karen Phillips seconded. After no further discussion, President Watts took a recorded vote: 7 ayes – Mahar, Noon, Freiburg, Phillips, Nelson, Swanson, Russell; 0 nays; motion carried.

New Business

1. Employee Handbook & City Policy Discussion with the City HR Director. *President Watts discussed this agenda item, following Public Comment, out of respect to the City HR Director's time*
 - a. City HR Director Baugous introduced himself and advised that the HR department is currently working on a review of City policies and the HR handbook. Director Campbell and the board discussed how it wants the Library to be reflected in the City policies and HR handbook. The board set a personnel and policy meeting on August 10th at 11 am to review the Libraries policies and its shared City policies. Director Campbell presented information regarding the partnership the Library has with the City.
2. Debbie Freiburg motioned to approve the snow removal services bid from Kymbyl Komplete Kare. Jenni Swanson seconded. After no further discussion, President Watts took a recorded vote: 7 ayes – Mahar, Noon, Freiburg, Phillips, Nelson, Swanson, Russell; 0 nays; motion carried.
3. Debbie Freiburg motioned to approve the lawn care services bid from Kymbyl Komplete Kare. Jacki Nelson seconded. After no further discussion, President Watts took a recorded vote: 7 ayes – Mahar, Noon, Freiburg, Phillips, Nelson, Swanson, Russell; 0 nays; motion carried.
4. Elizabeth Russell motioned to approve "Fine Free Fridays" during National Library Card Sign-up month (September), and waive library card replacement fees for lost/stolen cards. Jenni Swanson seconded. After no further discussion, President Watts took a recorded vote: 7 ayes – Mahar, Noon, Freiburg, Phillips, Nelson, Swanson, Russell; 0 nays; motion carried.
5. Director Campbell and Facilities Director Kohlwey presented the results for the Security Guard and Cleaning Services bids and discussed the costs of hiring a new Library employee.
 - a. Elizabeth Russell motioned to approve the hiring of an internal employee to serve as a Library Custodian/Security Monitor. Jo Noon seconded. Karen Phillips questioned whether we would be able to find a candidate to handle both tasks. Additionally, President Watts asked if the union would have an issue with crossover duties. After no further discussion, President Watts took a recorded vote: 7 ayes – Mahar, Noon, Freiburg, Phillips, Nelson, Swanson, Russell; 0 nays; motion carried.
 - b. Jenni Swanson motioned to approve the cleaning services bid from FBG for 5-day a week cleaning at the Southwest and Watts-Midtown locations. Karen Phillips seconded. After no further discussion, President Watts took a recorded vote: 7 ayes – Mahar, Noon, Freiburg, Phillips, Nelson, Swanson, Russell; 0 nays; motion carried.
6. Jo Noon motioned to approve the purchase of replacement auditorium seats from Paragon Commercial Interiors for the Watts-Midtown Library. Jacki Nelson seconded. After no further

discussion, President Watts took a recorded vote: 7 ayes – Mahar, Noon, Freiburg, Phillips, Nelson, Swanson, Russell; 0 nays; motion carried.

Information Sharing

- Unique Management Report
- County Clerk Page
- Book Sale Update
 - Director Campbell reported that the Southwest Library hosted its first book sale and made over \$100.00! Additionally, the Library PALS group is starting to be formed.
- FY 2022 Per Capita Aid Letter

***Closed Session – Not needed**

Announcements:

Adjournment – President Watts adjourned the meeting at 6:39 pm.

Next meeting is Tuesday, August 16, at 5:00 pm, on the 2nd Floor of the Downtown Library.

Respectfully submitted,
Malachi Kohlwey, Business Office & Facilities Director