

Rock Island Public Library Board Meeting Minutes
July 21, 2020
5:00 p.m. Rock Island Public Library – 2nd Floor, Downtown Library

The Board of Trustees of the Rock Island Public Library met at the Rock Island Public Downtown Library, with Eudell Watts III, presiding. Some 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, Jo Noon, Deborah Freiburg, Holly Sparkman, Elizabeth Russell (teleconference), Jacki Nelson, and Jenni Swanson. Although not yet necessary, a physical quorum was achieved at the Downtown Library.

Public Comment: The public 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 June 16, 2020, minutes. With no additions or corrections, Debbie Freiburg made a motion to accept the minutes as printed; Pat Mahar seconded. President Watts III took a recorded vote: 8 Ayes, Noon, Sparkman, Freiburg, Russell, Phillips, Nelson, Mahar, and Swanson; 0 Nays. Motion passes.

Audit Presentation: President Watts III moved the Audit Presentation by the City Finance Director, Stephanie Masson, to this portion of the meeting. Ms. Masson presented the City Audit, pointing out relevant portions of where the library and library foundation are represented in the audit. The full document is now available on the city’s website. After a few questions, the Board thanked Ms. Masson for her time and expertise.

Board Education: Director Campbell presented chapters 1 and 2 of the new *Serving Our Public 4.0: Illinois Public Library Standards* book released by the Illinois Library Association. Karen Phillips pointed out that Core 12 in Chapter 1, “The Board annually determines if the library’s revenues are sufficient...” has been a struggle as there has never been enough money to meet the needs of the community. On a related note, in Chapter 2, Director Campbell pointed out that some areas in which the Board could excel would be to participate in relevant local, state, regional, and national decision-making to effect change that will benefit libraries. Additionally, there are many continuing education options available, but nothing is being funded right now. She will continue to look for free continuing education options for Board members so that we can meet this standard. Finally, the last standard of Chapter 2 – “The Library has a chain of command in place...” i.e., “succession plan,” is an area that needs some work.

Correspondence: None received.

Committee Reports:

Finance

Jenni Swanson made the motion to approve the monthly bills for June in the amount of \$31,032.79. Karen Phillips seconded. President Watts III took a recorded vote: 8 Ayes, Noon, Sparkman, Freiburg, Russell, Phillips, Nelson, Mahar, and Swanson; 0 Nays. Motion passes.

Director Campbell reviewed the Quarterly Financial Statements, pointing out that we are still awaiting property tax disbursements, the bulk of our revenues. The current reserve fund and assigned fund match the amount in the audit. The Board was concerned by the amount spent on supplies and wanted clarification. Director Campbell explained that the increase is due to purchasing cleaning supplies to combat COVID. Director Campbell has submitted all the necessary paperwork to the City for FEMA reimbursement.

Jenni Swanson, committee chair, set the next committee meeting for Tuesday, July 28, at 10am, at the Downtown Library. Committee members Jacki Nelson, Elizabeth Russell, and Board President Watts III have also been invited.

Buildings and Grounds

A report is included in the Director's Report. The HVAC at the Downtown Library is very difficult to regulate.

Personnel & Policy

Debbie Freiburg, committee chair, set the next committee meeting for Wednesday, July 29, at 3pm, at the Downtown Library. Committee members Holly Sparkman, Karen Phillips, and Board President Watts III have also been invited.

Planning & Community Relations

Holly Sparkman, committee chair, set the next committee meeting for Wednesday, August 12, at 10am, at the Downtown Library. Committee members Elizabeth Russell, Jacki Nelson, Jenni Swanson, and Board President Watts III have also been invited.

Art Committee

Director Campbell updated the Board that Foundation Director Lelonek was working with an artist on the reinstallation of the Jasper piece in the Community Room. The other two pieces of note are currently still being cleaned/restored.

Foundation

- Capital Campaign on pause
- Birdies for Charity results coming soon
- Executive Board meeting on July 31, 2020
- Quarterly Board meeting on August 13, 2020

Administrator Reports

Director's Report & Statistics were provided to the Board. No questions were asked.

The Milan Blackhawk Area Public Library District will meet on Thursday, July 23, at 4pm, to approve their tentative budget and appropriation for public review.

Unfinished Business

Director Campbell reported the sale of Library property located at 3059 30th Street is still in progress. The purchase agreements have been signed and she is currently waiting for a closing date.

The Board had a brief discussion how COVID-19 is impacting the status of the YMCA/Library project. Director Campbell was unclear how long the fundraising pause would last, but will find out more within the next few weeks. The Community and Planning Committee will discuss the project in more detail, as well as the Finance Committee. Director Campbell is currently working on an projected operation budget for the site and how it will impact the overall budget. There will be much to discuss in the coming months.

Director Campbell explained that the new hours, Monday through Friday 10-6 and Saturdays 9-12 are going over very well. There have been no complaints.

New Business

Semi-annually, the Library Board must meet to review the minutes of any closed sessions that occurred and determine whether the minutes of those closed sessions need to remain confidential. Director Campbell shared that the only closed session minutes for the current time-period are for personnel issues.

Karen Phillips made the motion to *not* release the closed session minutes to the public. Jacki Nelson seconded. President Watts III took a recorded vote: 8 Ayes, Noon, Sparkman, Freiburg, Russell, Phillips, Nelson, Mahar, and Swanson; 0 Nays. Motion passes.

Elizabeth Russell made the motion to approve disposal of closed session minutes older than 18 months. Debbie Freiburg seconded. President Watts III took a recorded vote: 8 Ayes, Noon, Sparkman, Freiburg, Russell, Phillips, Nelson, Mahar, and Swanson; 0 Nays. Motion passes.

Director Campbell announced that Per Capita Aid Requirements were not available at the time of the meeting and will be put on Unfinished Business for the next meeting.

Jenni Swanson made a motion to approve closing all library locations on Monday, February 15, 2021, for the annual staff in-service day. Holly Sparkman seconded. President Watts III took a recorded vote: 8 Ayes, Noon, Sparkman, Freiburg, Russell, Phillips, Nelson, Mahar, and Swanson; 0 Nays. Motion passes.

Information Sharing:

- The final committee list was distributed via the board packet.
- The new July/August Mobile Library Schedule was distributed via the board packet.
- Director Campbell brought up a potential grant partnership with the Martin Luther King Center and Spring Forward Learning Center that, if granted, would make the library one of many remote learning sites for a small group of children. The Board provided valuable input on how to move forward with the potential partnership during the time of COVID.

Closed Session: Not Necessary

Announcements:

- President Watts III and his family were featured in the *Chicago Tribune* for their barbecue sauce and rubs.
- Karen Phillips noticed that our security guard was going above-and-beyond, helping people with questions at the self-checkout machines. She wanted to publicly compliment his efforts.

Adjournment: With no further business, President Watts III adjourned the meeting at 6:23 pm.

Respectfully submitted,
Angela Campbell, Library Director