

**Rock Island Public Library Board Meeting Minutes**  
**Tuesday, September 19, 2023**  
**5:00 p.m.**  
***Rock Island Public Library – 2<sup>nd</sup> Floor, Downtown Library***

Mission:

*The Rock Island Public Library makes our community stronger by connecting people to resources, services, events, and each other.*

Library Board President, Jenni Swanson, called the meeting to order at 5:00pm.

In attendance were Board Members Karen Phillips, Patrick Mahar, Jo Noon, Deborah Freiburg, Elizabeth Russell, Jacki Nelson, and Eudell Watts, III. Angela Campbell, Library Director; Kathy Lelonek, Foundation Director; Lisa Lockheart, Library Publicity/Outreach Liaison; and Student Advisor, Maryam Alhamdan, were also in attendance.

Dr. Yolanda Grandberry Pugh was absent.

There was no public comment

Jacki Nelson made a motion to accept the minutes for the following:

- Board of Trustees – August 15, 2023
- Art & Facilities Committee Meeting – August 15, 2023
- Finance Committee Meeting – August 25, 2023
- Community & Planning Committee Meeting – September 7, 2023
- Personnel & Policy Committee Meeting – September 8, 2023

Karen Phillips seconded. With no discussion, President Swanson took a voice vote. All ayes, no nays. Motion carries.

Director Campbell included Chapter 13 of *Serving Our Public 4.0* in the Board packet for review. Trustee Phillips asked if the library was meeting points 2, 8, and 9? Director Campbell and Liaison Lockheart both concurred that library staff are meeting these points, and that the Board is meeting some of them. It may be an area to focus on in the coming year. She also thanked Lockheart for her great work in this area, and that it's not easy being a one-person PR department.

The Board reviewed the book return complaints and reiterated that we are somewhat stuck with its current location until the parking lot is redone at Watts-Midtown. The Board also appreciated customer service "thank you" for our library employee going above and beyond.

## **Committee Reports**

### Finance Committee

Trustee Russell made a motion to approve monthly bills for August in the amount of \$45,744.13. Trustee Phillips seconded. With no discussion, President Swanson took a recorded vote: 7 ayes, Phillips, Mahar, Noon, Freiburg, Russell, Nelson, Watts; 0 Nays. Motion carries.

Finance Committee Chair Swanson provided an overview of the recent Finance Committee Meeting on August 25, 2023. She advised the Board read the committee meeting minutes for the full scoop. She also stated that since the equalized assessed value (EAV) was not yet available, there is no way to finalize the budget yet. She said the committee was very pleased that City Manager Thompson and Budget & Grants Manager Smith could attend the meeting. It seems that they understand why the library is in their current situation, and provided some ideas for the future. It was also mentioned that the City Council will be going through strategic planning next year, which will hopefully help the budget process in the future.

#### Art & Facilities Committee

Art & Facilities Committee Chair Mahar reiterated that the potential art project at Watts-Midtown was put on hold until after the first of the year. He has met with additional people regarding curating the collection and is hoping we can find the money to do the project.

#### Personnel & Policy Committee

Personnel & Policy Committee Chair Freiburg gave an overview of the committee meeting held on September 8, 2023. She explained that the policies were reviewed and will be up for vote under new business. The Committee also discussed the upcoming director's evaluation, which she hopes to have completely finished by the November Board meeting. She is currently working on getting the Board President a PerformancePro account.

#### Planning & Community Relations

Committee Chair Phillips provided a summary of the Planning & Community Relations Committee meeting on September 7, 2023. The Committee is working on the 120<sup>th</sup> Birthday of the Downtown Building. A drop-in party will happen on December 15<sup>th</sup> from 2-5pm. She also talked a little bit about the final 150<sup>th</sup> Anniversary celebration, happening on Saturday, November 4<sup>th</sup> from 5:50-8:30pm at the Watts-Midtown Branch. This is a \$50 per person fundraiser that will feature wine/beer pulls, live music, delicious food from QC Pancake House, and a silent auction of painted bookends by local artists. Finally, she reminded everyone to tell their friends/family who love the library to tell their alderperson about it. Library Liaison Lockheart also mentioned that the QC PastPort signage and audio snippet is almost complete. There will be an unveiling in the near future.

#### **Foundation Report**

Foundation Director Lelonek gave an update on the Capital Campaign. The amount owed is roughly the same as last month, but she is currently working on a grant that may help that number go down. She also talked about the November 4<sup>th</sup> event and asked if anyone would be able to donate any bottles of wine or unique beers for the wine/beer pulls. Trustee Freiburg said she would be glad to donate some wine. Trustee Mahar agreed to bartend. Lelonek said that invitations for the event will be going out soon. She reminded everyone that if they have any questions about the Foundation, do not hesitate to give her a call. The next meeting of the Foundation Board is November 9, 2023 at 4pm, at the Downtown Library

## **Administrator Reports**

Director Campbell provided an overview of her monthly report and asked if anyone had any questions about that or the statistics. She mentioned that she is proud of her staff, and that statistics have been definitely going in the right direction.

Director Campbell also announced that the Milan Blackhawk Area Public Library District has the following meetings coming up: Decennial Committee Meeting: September 28, at 3:30pm; and their regular board meeting September 28, at 4pm, both at the Southwest Branch.

## **Unfinished Business**

Director Campbell said that the South Parking Lot will be discussed in closed session, with a vote during open session. This should finalize the deal.

## **New Business**

Trustee Freiburg made a motion to appoint Maryam Alhamdan as the new RIHS Teen Advisor to the Rock Island Public Library Board of Trustees. Trustee Phillips seconded. With no discussion, President Swanson took a voice vote. All ayes, no nays. Motion carries.

Trustee Phillips made a motion to waive the Behavior Policy's alcohol restriction regulation at the Watts-Midtown Branch on Saturday, November 4th, for the 150th Anniversary capstone event and fundraiser. Trustee Nelson seconded. With no discussion, President Swanson took a voice vote. All ayes, no nays. Motion carries.

Trustee Phillips made a motion to approve the following updated policies:

- Behavior Policy
- Circulation Policy & Appendices
- Collection Development Policy & Appendices
- Disaster & Recovery Plan
- Donations Policy
- Library Vehicle Policy
- Mobile Hotspot Policy
- Mobile Streaming Device Policy
- Photography & Video Policy
- Programming Policy
- Security Camera Policy

Trustee Freiburg seconded. Director Campbell provided an update on the Disaster and Recovery Plan. After meeting with the Police & Fire Chiefs, there was a tweak made in the bomb threat procedures to include paging at all buildings. The former procedure was to pull the fire alarm to evacuate the buildings. The Chiefs would prefer we use the paging feature available on our phones. Director Campbell was unaware this was an option, so she had the Information Services Department set it up. She said that once she gets this update changed in the plan, she will send all Board Members a fresh copy. With no further discussion, President Swanson took a recorded vote: 7 ayes, Phillips, Mahar, Noon, Freiburg, Russell, Nelson, Watts; 0 Nays. Motion carries.

*\*Represents a potential voting item*

President Swanson opened up a discussion of the Calendar Year 2024 budget. The Board reviewed options that Director Campbell presented, which included an explanation of the reserve funds and what we really have available. If CY23 and CY24 come in on budget, then there would only be \$245,000 available for capital projects, which currently top \$1.1 million. Some items the Board could look at funding include a portion of the Downtown renovations, pay the balance owed on YMCA project, or balancing operating expenses. However, since the EAV is unknown, and the Milan-Blackhawk vote for a substantial tax increase isn't for another week, it's difficult to project what revenues will be. President Swanson agreed, and said there were items on the capital improvements list she would like the City to consider, but they haven't talked about CIP yet. Ultimately it was decided that voting on the CY 2024 Budget won't be until at least the October board meeting, once some of the pieces fall into place.

Director Campbell explained that the art curation project discussion is under "New Business" due to the discussion at last month's Art & Facilities Committee meeting. There is nothing to vote on yet, but she wanted to get it on unfinished business so that it wouldn't be forgotten.

Director Campbell provided the Board with an updated door count comparison for April, June, and August. Although she had some hour adjustments in mind, the administrative team would like one more door count to decide. They will be doing that in December, our traditionally slowest month.

### **Information Sharing**

1. Unique Management Reports
2. Staff Development Day Evaluations
3. PNG Grant Award Letter
4. Standing Committees List (shared at each meeting)
5. Board Contact Info & Terms

### **Executive Session**

At 6:04pm, Trustee Freiburg made a motion to go into closed session for the following exception: 5 ILCS 120/2 (c) (5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Trustee Noon seconded. With no further discussion, President Swanson took a recorded vote: 7 ayes, Phillips, Mahar, Noon, Freiburg, Russell, Nelson, Watts; 0 Nays. Motion carries.

No action was taken during executive session.

At 6:15pm, Trustee Russell made a motion to return to the open session. Trustee Watts seconded. With no further discussion, President Swanson took a recorded vote: 7 ayes, Phillips, Mahar, Noon, Freiburg, Russell, Nelson, Watts; 0 Nays. Motion carries.

Trustee Mahar made a motion to approve the lease agreement, upon approval of the new City Attorney's review. Trustee Phillips seconded. With no further discussion, President Swanson took a recorded vote: 7 ayes, Phillips, Mahar, Noon, Freiburg, Russell, Nelson, Watts; 0 Nays. Motion carries.

*\*Represents a potential voting item*

**Announcements**

- Next Board Meeting – October 17, 2023 at 5pm, Downtown Library
- Trustee Mahar said that while he was at Riverssance, he talked to the owners of the kaleidoscope shop in the East Village. They have a bus they can bring to the library for children’s programs. Director Campbell will pass this along to the Youth Services Department.

**Adjournment**

With no further business, President Swanson asked for a motion to adjourn. Trustee Nelson made the motion to adjourn. Trustee Russell seconded. President Swanson took a voice vote. All ayes, no nays. Motion carries. The meeting was adjourned at 6:18pm.

Respectfully submitted,  
Angela Campbell, Library Director