

Rock Island Public Library Board Meeting Minutes
October 18, 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 5:00 pm.

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

Absent: None.

Public Comment: None.

Approval of Minutes: The Board reviewed the meeting minutes of September 20, 2022. Without any additions or corrections, President Watts advised the minutes be approved as written.

Board Education: Director Campbell advised that the Board has completed all of its Per Capita Aid training for the year and asked if the Board would like to learn about any other topics.

Correspondence: None.

Committee Reports

Finance – Jenni Swanson

Jenni Swanson motioned to approve monthly bills for September in the amount of \$ 48,831.83. Jacki Nelson seconded. After no further discussion, President Watts took a recorded vote: 8 ayes – Phillips, Mahar, Grandberry Pugh, Noon, Freiburg, Nelson, Swanson, Russell; 0 nays; motion carried. Director Campbell and Jenni Swanson advised that they met with the City Manager and City Finance Director for an additional Library CY 2023 budget review on October 13, 2022, and discussed the Board approved budget. The Library is currently not expected to receive a tax levy increase or any of the equalized assessed value increases. The Board then looked at the quarterly financial reports and found the Library under budget in expenses and over budget in revenues, demonstrating sound fiscal management.

Buildings and Grounds – Pat Mahar

Facilities Director Kohlwey advised that the Library has signed the contract for the purchase of the South Parking Lot and that the Library is waiting for the property owners' signature. Additionally, Facilities Director Kohlwey provided an update on the ongoing Watts-Midtown construction project.

Personnel & Policy – Debbie Freiburg

The Personnel & Policy committee set a meeting for Monday, November 7, 2022, at 11 am. Debbie Freiburg advised that the committee will begin working on the Director's evaluation which will be reviewed at the November committee meeting. Additionally, HR reported that no more Board members could be added to the performance evaluation software to work on the Director's evaluation due to licensing costs. Director Campbell will send her self-evaluation and goals to the full Board, and anyone can submit comments to Committee Chair Freiburg.

Planning & Community Relations – Karen Phillips

The Planning & Community Relations committee set a meeting for Monday, October 24, 2022, at 10 am. Director Campbell advised that the committee should meet to discuss the PALS group, Stone Placement, and kickoff party for the 150th Library anniversary.

Art – Pat Mahar

Pat Mahar asked about the painting that was discussed at the September board meeting. Director Campbell advised that the Board decided not to accept the donation.

Foundation – Kathy Lelonek

Foundation Director Lelonek provided an update on the Capital Campaign. The Library Foundation can now be selected on Amazon Smile as a charitable organization for donations. Additionally, Foundation Director Lelonek advised that the Foundation has created a checking account for the new PALS group to accept donations. The next meeting of the Foundation Board will be November 3, 2022, at 4 pm at the Downtown Library.

Administrator Reports

Director's Reports & Statistics – Director Campbell advised that she and Facilities Director Kohlwey will meet with the City ARPA manager on October 19, 2022, to discuss the allocation and memo process for any APRA funds received by the Library. Director Campbell asked if the Board had any questions. Karen Phillips asked about the fluctuation in the Library's stats after the summer months. Director Campbell advised that the stats for the Fall months are generally less than the summer months due to students being back in school; however, the stats for the year are strong, and the Library Card sign-up month in September was a huge success!

Milan Blackhawk Area Public Library District

Director Campbell advised that the next Milan Blackhawk Board meeting is on January 26, 2023, at 4 pm at the Southwest Library.

Unfinished Business

1. Facilities Director Kohlwey provided an update on the South parking lot during the Building and Grounds committee discussion.
2. Jenni Swanson motioned to approve the 2023 Library Holiday Closings as listed in the Board packet. Karen Phillips seconded. Director Campbell presented the Holiday Closing dates, and after the Board discussed the dates, Jenni Swanson and Karen Phillips withdrew their motions. Jenni Swanson made a new motion to approve the 2023 Library Holiday Closings with minor adjustments and striking Juneteenth from the list. Karen Phillips seconded. After no further discussion, President Watts took a recorded vote: 8 ayes – Phillips, Mahar, Grandberry Pugh, Noon, Freiburg, Nelson, Swanson, Russell; 0 nays; motion carried.
3. Jo Noon motioned to approve a resolution of support for the creation of the Library PALS volunteer committee. Jenni Swanson seconded. Karen Phillips asked a couple of questions regarding the organizational structure of the committee and its processes. Director Campbell and Foundation Director Lelonek discussed the committee's approval process and the checks and balances. After no further discussion, President Watts took a recorded vote: 8 ayes – Phillips, Mahar, Grandberry Pugh, Noon, Freiburg, Nelson, Swanson, Russell; 0 nays; motion carried.

New Business

1. Debbie Freiburg motioned to approve the revised Circulation Policy, with an implementation date of January 1, 2023, when Fine Free Lending goes into effect. Elizabeth Russell seconded. Karen Phillips asked for clarification regarding why the policy still lists fine collection. Director Campbell advised that the Fine Free Lending will only be for Rock Island cardholders; however, the Library will still charge fines for other non-Rock Island cardholders. After no further discussion, President Watts took a recorded vote: 8 ayes – Phillips, Mahar, Grandberry Pugh, Noon, Freiburg, Nelson, Swanson, Russell; 0 nays; motion carried.
2. Jacki Nelson motioned to approve the Hardship Assistance Policy and Form, with an implementation date of January 1, 2023, for as long as funds are available for the program. Jenni Swanson seconded. Director Campbell advised that the policy is brand new and would be used on a case-by-case basis for patrons who have gone through hardship. After no further discussion, President Watts took a recorded vote: 8 ayes – Phillips, Mahar, Grandberry Pugh, Noon, Freiburg, Nelson, Swanson, Russell; 0 nays; motion carried.
3. Pat Mahar motioned to approve using \$87,200 of the assigned building reserve fund to pay on the HVAC Replacement bond in CY 2023 if necessary. Jenni Swanson seconded. After no further discussion, President Watts took a recorded vote: 8 ayes – Phillips, Mahar, Grandberry Pugh, Noon, Freiburg, Nelson, Swanson, Russell; 0 nays; motion carried.
4. Pat Mahar motioned to approve updated language in the Statement of Concern for Library Materials Policy. Karen Phillips seconded. After no further discussion, President Watts took a

recorded vote: 8 ayes – Phillips, Mahar, Grandberry Pugh, Noon, Freiburg, Nelson, Swanson, Russell; 0 nays; motion carried.

5. The Board discussed changing the Board Meeting start time and/or location beginning in 2023; however, they decided to keep it as-is.

Information Sharing

- Unique Management Reports
 - Director Campbell advised that the Board will re-evaluate keeping Unique for collections once the Library moves to Fine Free Lending in 2023.
- Email about the success of the September Fine Free Fridays.

***Closed Session – Not needed**

Announcements: Karen Phillips announced that her husband is playing at the Bucktown Revue on Friday, October 21, 2022, at 7 pm. Dr. Yolanda Grandberry Pugh asked about programming for Juneteenth. Publicity/Outreach Liaison Lockheart advised that internal staff will be starting to work on planning Summer programming in the coming months.

Adjournment – President Watts adjourned the meeting at 5:55 pm.

Next meeting is Tuesday, November 15, at 5:00 pm, on the 2nd Floor of the Downtown Library.

Respectfully submitted,
Malachi Kohlwey, Business Office & Facilities Director