

Rock Island Public Library Board Meeting Minutes

November 16, 2021

5:00 p.m.

Rock Island Public Library – 2nd Floor, Downtown Library & via Teleconference

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 5:00pm.

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

Absent: None.

Public Comment: None.

Approval of Minutes: The Board reviewed the meeting minutes of October 19, 2021. With one attendance correction, President Watts advised the minutes be approved as written.

Board Education: Director Campbell reminded the board to reach out to her directly if they are interested in any additional training.

Correspondence: None.

Committee Reports

Finance – Jenni Swanson

Jenni Swanson made a motion to approve monthly bills for October in the amount of \$ 32,397.58. Elizabeth Russell seconded. President Watts took a recorded vote: 8 ayes – Swanson, Freiburg, Phillips, Mahar, Noon, Russell, Grandberry Pugh, and Nelson; 0 nays, motion carried. Jenni Swanson took a moment to praise Director Campbell’s work in presenting the budget to the City Council on Monday, 11/15/2021.

Buildings and Grounds – Pat Mahar

Director Campbell advised that the Building and Grounds Committee set a meeting to discuss the Watts Midtown Library construction plans and furniture. The meeting is set for December 16th at 4PM at the Downtown Library.

Personnel & Policy – Debbie Freiburg

Debbie Freiburg reported that all the members of the Personnel and Policy committee should have received an email from City HR in regards to Director Campbell's evaluation. The evaluation is on PerformancePro, after the evaluation is complete the committee will present it to the full Library board and Director Campbell. Additionally, Director Campbell will have her self-evaluation completed by December 15th.

Planning & Community Relations – Karen Phillips

Karen Phillips and Director Campbell reported that the Library's CY 2022-2025 Strategic Plan will be presented and voted on later in the meeting.

Art – Pat Mahar

No report from this committee.

Foundation – Kathy Lelonek

Foundation Director, Kathy Lelonek, gave an update on the Capital Campaign. The foundation had a meeting last Thursday and welcomed a new treasurer to the board to replace Russ Kennel. It was Russ Kennel's last Foundation Board meeting, as he is retiring from the Board. We are grateful for his decades of service to the Foundation. The next meeting of the Foundation Board will be February 10, 2022 at 4pm at the Downtown Library.

Administrator Reports

Director's Reports & Statistics – Director Campbell advised that the website project team is meeting once a week to oversee the new website design and the 150th anniversary committee has been meeting and discovered a grant opportunity that the committee will pursue. Additionally, Director Campbell discussed that the lawyers representing the Library and YMCA are working towards finalizing the occupancy agreement for the Watts Midtown Library. After the occupancy is finalized it will be brought to the Library board for approval.

Milan Blackhawk Area Public Library District

Next Meeting: January 27, 2021 at 4pm at the Southwest Library

Unfinished Business

1. COVID Mitigation Efforts – Discussion/updates – The Library has been doing its best to follow all state and local guidelines to mitigate any COVID disruptions. Director Campbell advised that the Library has not had any major COVID disruptions; however, if one arises we would have difficulties staffing both buildings due to having such a small Library staff. Karen Phillips advised that the board consider reducing the Library hours if an issue arises. The board decided to keep the COVID Mitigation Efforts item under Unfinished Business.

2. South Entrance Parking Lot – Updates – Facilities Director Kohlwey discussed the lot appraisal estimate and the cost of the plot survey. After board discussion it was decided to revisit this item at the Building and Grounds committee meeting on December 16th.
3. *High School Advisory Board Members – Nominations? - Dr. Yolanda Grandberry Pugh advised that she has discussed the position with multiple students and has two potential candidates.
4. Library Budget – Director Campbell discussed the Library budget and advised that the City Council will hold a public hearing and review the budget at their 12/13/21 meeting, with a vote currently scheduled for the 12/20/21 meeting. Additionally, Director Campbell advised that the Library budget item will remain under Unfinished Business.

New Business

1. Pat Mahar made a motion to approve the CY 2022-2025 Strategic Plan. Elizabeth Russell seconded. President Watts took a recorded vote: 8 ayes – Swanson, Freiburg, Phillips, Mahar, Noon, Russell, Grandberry Pugh, and Nelson; 0 nays, motion carried. Multiple board members praised how great the strategic plan turned out. Director Campbell thanked the Planning and Community Relations committee and Library staff for working so hard to create the new strategic plan.
2. Director Campbell discussed the winter issues with the Downtown Library west entrance and asked if it would be acceptable to close that entrance when it is dangerous due to adverse weather. The board discussed how and what staff would use to close and notify patrons of the closing of the west entrance. After further discussion, the board advised that staff can close the entrance to keep patrons safe during adverse weather.

Information Sharing

- Unique Reports – Unique Reports will continue to be included in the board packet.
- Community Comforts Drive – Director Campbell advised that the Community Comforts Drive is benefiting the Heart of Hope Ministries and the Rocky Resource Room.
- Halloween Outreach Success – Director Campbell advised that Library staff talked with many potential Library patrons and received a handful of new Library card applications!

***Closed Session – Not needed**

Announcements

- Pat Mahar discussed Library board member term limits and asked about changing the bylaw to not have the position limited since the position is voluntary. Director Campbell advised that there could be an addition to the bylaws to include an Emeritus status (non-voting member) of the board.

Adjournment – President Watts adjourned the meeting at 5:30pm.

Next meeting is Tuesday, December 21, at 5:00pm, on the 2nd Floor of the Downtown Library.

Respectfully submitted,
Malachi Kohlwey, Business Office & Facilities Director