

Rock Island Public Library Board Meeting Minutes
Tuesday, March 19, 2024
5:00 p.m.
Rock Island Public Library – 2nd Floor, Downtown Library

Type of Meeting: Regularly Scheduled Board Meeting

Meeting Facilitator: Jenni Swanson

Call to Order: President Jenni Swanson called the meeting to order at 5:00pm.

Attendance: Jenni Swanson, Pat Mahar, Jo Noon, Deborah Freiburg, Elizabeth Russell, Dr. Yolanda Grandberry Pugh, Eudell Watts III (arrival at 5:07pm); Angela Campbell, Library Director; Lisa Lockheart, Publicity & Outreach Liaison; Kayla Steffen, Business & Facilities Director; Maryam Alhamdan, RIHS Student Advisor

Absent: Karen Phillips, Jacki Nelson; Kathy Lelonek, Foundation Director.

Public Comment: None

Approval of Minutes:

Trustee Freiburg made a motion to accept the February 20, 2024 Board of Trustees minutes as presented. Trustee Noon seconded. No discussion. President Swanson took a voice vote. All ayes, no nays. Motion carries.

Trustee Freiburg made a motion to accept the February 20, 2024 Personnel and Policy Committee minutes as presented. Trustee Noon seconded. No discussion. President Swanson took a voice vote. All ayes, no nays. Motion carries.

Trustee Russell made a motion to accept the February 22, 2024 Community and Planning Committee minutes as presented. Trustee Mahar seconded. No discussion. President Swanson took a voice vote. All ayes, no nays. Motion carries.

Board Education:

The board was presented with Chapters 5 & 6 of Serving Our Public 4.0. Chapter 6, titled “Safety” recommends that every library have at least two staff members present at all times, which prompted a brief discussion. Director Campbell shared that funding will help the library meet facility and safety standards.

Correspondence:

The board was presented with following correspondence: a patron’s comment on the conditions of the Watts-Midtown parking lot and bookdrop, a patron’s suggestion for senior-friendly seating at Watts-Midtown, and an internal staff kudos comment praising the Watts-Midtown Coordinator, Rachel Ippolito. The board acknowledged the correspondence and appreciated Director Campbell’s email response to the patrons.

Committee Reports:

Finance – Jenni Swanson

President Swanson made a motion to approve monthly bills for February in the amount of \$22,141.58. Trustee Noon seconded. Trustee Mahar questioned the bill for “Jury Duty Mileage Reimbursement”. Director Campbell reminded the board that Reference Librarian, Anna Campbell, is serving on the Federal Grand Jury in Peoria, IL for 18 months. President Swanson took a recorded vote. 8 ayes: Freiburg, Mahar, Grandberry Pugh, Russell, Noon, Watts III. 0 nays. Motion carries.

Art & Facilities – Pat Mahar

Trustee Mahar reported that he obtained floor plans for Downtown and calculated an occupancy load based on building codes. He has no updates on art curation. Trustee Freiburg said she will contact a friend who may be interested in assisting with art curation. Regarding CDBG funding, Director Campbell and President Swanson reported hearing varying status updates. Director Campbell hopes that by the end of the year, the funds are obtained and the 1st floor bathroom remodel will be complete. Business & Facilities Director, Kayla Steffen, reported that she hosted a pre-bid information session for the Southwest HVAC project on March 18th, in which six contractors attended. Bids are due March 29th at 11am.

Personnel & Policy – Debbie Freiburg

Trustee Freiburg reported that the committee reviewed changes to the policies at their last meeting, and the board will move to approve those in the new business portion of the current meeting.

Planning & Community Relations – Karen Phillips

Trustee Russell reported that the committee met last month. Director Campbell distributed flyers about our upcoming community surveys, “Community Conversations”. She advised the board to inform the community about them. Publicity & Outreach Liaison, Lisa Lockheart, reported that the trips to Rock Island High School to gain input from the youth went well.

Foundation Updates:

Director Campbell reported the following updates on behalf of Kathy Lelonek, Foundation Director. The birdies for charity have been mailed. She asks that the board donates what they can. Food for Thought will be hosted at the Hauburg Carriage House on June 27th. Trustee Watts III is finding chefs for the event. A PALS group will be beautifying the Downtown Library with annuals and perennials in May. A PALS book sale is also coming up on April 26-27th. She is also working on grant requests. The next foundation meeting is May 2, 2024.

Administrator Reports:

Director Campbell reported that she has been collaborating with the MLK Center and Parks & Recreation department on future plans. She shared that the tax-exemption paperwork for the new parking lot has been filed. The Community & Development department has been assisting with the exterior masonry project. Business & Facilities Director, Kayla Steffen, reported that Bi-State will do an extensive inspection next week to assist with the details of the RFP. Director Campbell shared that the Watts-Midtown duct lining is deteriorating, expensive to fix, and not covered under any warranty, so the temporary plan is to keep up with cleaning the debris as it falls.

The library statistics look great, despite closing the library for three days in January due to winter storms.

The next Milan Blackhawk Area Public Library District meeting is April 25, at 4pm, at the Southwest Branch

Unfinished Business:

Art Curation Project – Updates

Trustee Freiburg and Director Campbell are going to reach out to their contacts to find an art curator.

New Business

Director Campbell explained that the largest policy change was adding a section on registered sex offenders to the Behavior Policy, and reported that the verbiage was approved by the City Attorney. The board briefly discussed our increase in presumably unhoused individuals loitering on the property. Trustee Grandberry Pugh suggested offering a weekly coffee and donut event for the police. Director Campbell plans to contact the

police to do walkthroughs. After the discussion, Trustee Freiburg made a motion to approve revisions to the following policies (below). Trustee Grandberry Pugh seconded. President Swanson took a voice vote. All ayes, no nays. Motion carries.

- Behavior Policy
- Concealing & Carrying Policy
- Confidentiality & Privacy Policy
- Electronic Access Policy
- Emergency Closure Policy
- Fine Free Lending Policy
- Library Card Registration Policy
- Meeting Room Policy
- Public Comment Policy
- Reference Policy
- Research Policy
- Work Regulations Policy

Trustee Freiburg made a motion to eliminate the Readers' Advisory Policy. Trustee Grandberry Pugh seconded. No discussion. President Swanson took a voice vote. All ayes, no nays. Motion carries.

Trustee Noon made a motion to approve the 2024/2025 Slate of Officers (below), with terms beginning May 1, 2024. Trustee Grandberry Pugh seconded. No discussion. President Swanson took a voice vote. All ayes, no nays. Motion carries.

- Jenni Swanson, President
- Elizabeth Russell, Vice-President
- Debbie Freiburg, Secretary/Treasurer

Information Sharing- Documents Included in the Board Packet

1. Unique Management Reports
2. Standing Committees List (shared at each meeting)

President Swanson reminded the board that the Standing Committees List will be revised in May when new members join the board.

Executive Session: Not needed.

Announcements:

- The next Board Meeting is April 16, 2024 at 5pm, at the Downtown Library.
- Trustees Noon, Freiburg, and Russell are unable to attend the April meeting.
- The Community and Planning Committee meets April 18th at 4:30pm.

Adjournment:

Trustee Grandberry Pugh made a motion to adjourn at 5:36pm. Trustee Russell seconded. President Swanson took a voice vote. All ayes, no nays. Motion carries.

Respectfully submitted,
Kayla Steffen, Business & Facilities Director