

Rock Island Public Library Board Meeting Minutes
April 19, 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: Jo Noon, Deborah Freiburg, Karen Phillips, Jacki Nelson, Jenni Swanson, Dr. Yolanda Grandberry Pugh; Angela Campbell, Library Director; Lisa Lockheart, Publicity/Outreach Liaison; Malachi Kohlwey, Business Office & Facilities Director; Rachel Ippolito, Public Services Coordinator; Nathan Simmons, Reference Librarian; Anna Campbell, Reference Librarian.

Absent: Elizabeth Russell, Pat Mahar, Kathy Lelonek, Foundation Director, Sam Baugous, RIHS Teen Advisory Member

Public Comment: Rachel Ippolito, Nathan Simmons, and Anna Campbell were either recently promoted or newly hired and took a moment to introduce themselves. The board welcomed them to the team and congratulated them on their recent promotion or new hire.

Approval of Minutes: The Board reviewed the meeting minutes of March 15, 2022, and the meeting minutes from the Personnel & Policy Committee meeting on April 7, 2022. Without any additions or corrections, President Watts advised the minutes be approved as written.

Board Education: Director Campbell discussed Chapters 7 and 8 of the *Serving Our Public IL Public Library Standards* and asked if the board had any questions. Director Campbell advised that the Library fulfills all of the items on the Collection Management Checklist. Reference Librarian Simmons took a moment to discuss the Library's collection and development process and the material selection areas he oversees. Director Campbell praised the work of our staff's collection development. Additionally, Director Campbell discussed resource sharing and advised that board members can participate in outside committees.

Correspondence:

- Patron Comment about Meeting Room Policy
 - Director Campbell advised that she reached out to the patron directly and told them that if they need a quiet space for single person use to let Library staff know, and we will try our best to accommodate their request.

- Patron Comment about Outside Book Return
 - The board discussed the comment, and the book return will remain in its current location; however, the Library team will try to address it if other reasonable solutions are found.
- Patron Comment about Security Guard
 - Director Campbell advised that the interaction could have been handled better; however, the patron and security guard shook hands after the incident and parted ways amicably.

Committee Reports

Finance – Jenni Swanson

Jenni Swanson made a motion to approve monthly bills for March in the amount of \$ 91,235.86. Karen Phillips seconded. Jenni asked about the JCI payment and the natural gas cost. Director Campbell advised that the JCI payment is another payment toward the HVAC/electrical project. Additionally, Director Campbell added that the Library has already used its total natural gas budget for the year and will have to make future budget transfers to cover the remainder of the year. After no further discussion, President Watts took a recorded vote: 6 ayes – Phillips, Noon, Freiburg, Swanson, Grandberry Pugh, Nelson; 0 nays, motion carried.

The Board reviewed the final balance sheet for CY 2021 and the quarterly statement for CY 2022.

Buildings and Grounds – Pat Mahar

The Building and Grounds Committee will meet on April 28, 2022, at 11 am. Director Campbell advised that the meeting is set to discuss the Watts-Midtown Library and welcomed all board members to attend if possible.

Personnel & Policy – Debbie Freiburg

Debbie Freiburg advised that the Personnel & Policy Committee met on April 7, 2022, at 1 pm and reviewed Library policies. Additionally, Debbie added that the reviewed policies will be voted on later in the board meeting.

Planning & Community Relations – Karen Phillips

No report from this committee.

Art – Pat Mahar

No report from this committee.

Foundation – Kathy Lelonek

Director Campbell provided an update on the Capital Campaign. There will be a dedication ceremony at the Watts-Midtown Library/YMCA on May 10, 2022, at 10 am to celebrate the ongoing project. The next meeting of the Foundation Board will be May 12, 2022, at 4 pm at the Downtown Library.

Administrator Reports

Director's Reports & Statistics – Director Campbell advised that the demolition at the Watts-Midtown Library is underway! Additionally, Director Campbell added that the staff is working hard on the Library's Strategic Plan items. Fine Free Fridays are ongoing and the first week cleared \$107.00 of patron's fines! Karen stated that the Library's stats are looking much better.

Milan Blackhawk Area Public Library District

Director Campbell advised that the next Milan Blackhawk Board meeting is on April 28, 2022, at 4 pm at the Southwest Library.

Unfinished Business

1. Karen Phillips motioned to approve purchasing the South Parking lot for \$10,000 and an even split of surveying, zoning, and closing costs. Jacki Nelson seconded. After no further discussion, President Watts took a recorded vote: 6 ayes – Phillips, Noon, Freiburg, Swanson, Grandberry Pugh, Nelson; 0 nays, motion carried.
2. Jenni Swanson motioned to approve a budget adjustment of \$12,000 from the assigned building reserve to Fund 251 (library general operating budget) to cover the South Parking Lot purchase and associated expenses. Jo Noon seconded. After no further discussion, President Watts took a recorded vote: 6 ayes – Phillips, Noon, Freiburg, Swanson, Grandberry Pugh, Nelson; 0 nays, motion carried.

New Business

1. Jenni Swanson motioned to approve the board slate of officers for 2022/2023. Debbie Freiburg seconded the motion. Director Campbell pointed out that the Board Bylaws allow for three consecutive terms for the president. After no further discussion, President Watts took a recorded vote: 6 ayes – Phillips, Noon, Freiburg, Swanson, Grandberry Pugh, Nelson; 0 nays, motion carried.
2. Debbie Freiburg motioned to approve the policy revisions and/or reapprove policies listed in the board packet under New Business. Karen Phillips seconded. After no further discussion, President Watts took a recorded vote: 6 ayes – Phillips, Noon, Freiburg, Swanson, Grandberry Pugh, Nelson; 0 nays, motion carried.
3. Debbie Freiburg motioned to approve the library hours once the Watts-Midtown Library opens. Jacki Nelson seconded. Director Campbell advised that changing the schedule when the Watts-Midtown Library opens will allow the Library to staff all locations properly. After no further discussion, President Watts took a recorded vote: 6 ayes – Phillips, Noon, Freiburg, Swanson, Grandberry Pugh, Nelson; 0 nays, motion carried.
4. Facilities Director Kohlwey presented the current quotes and designs from the shelving and interior furniture vendors. Karen Phillips motioned to allow the Buildings & Grounds Committee to approve the interior furnishing and shelving vendor for the Watts-Midtown Library at their April 28, 2022 meeting. Dr. Yolanda Grandberry Pugh seconded. After no further discussion,

President Watts took a recorded vote: 6 ayes – Phillips, Noon, Freiburg, Swanson, Grandberry Pugh, Nelson; 0 nays, motion carried.

5. Director Campbell and Facilities Director Kohlwey presented the security guard bids. Additionally, they discussed options involving adding a new Library position to handle security and cleaning at the Library instead of using a vendor. The board discussed the current vendor costs, the effects the change would have on the Library, and the quality of service. The board decided not to accept a security guard vendor and pursue adding a new Library position.

Information Sharing

- Unique Management Report
- Watts-Midtown Construction Schedule
 - The Library board discussed the potential of moving into the new location in October.
- Angela OMA recertification
 - The board congratulated Director Campbell on completing the certification.
- Board Contact Information
 - Director Campbell advised that the Board Member's terms are updated on the contact information sheet.

***Closed Session – Not needed**

Announcements:

- Dr. Yolanda Grandberry Pugh thanked everyone who participated in the career day event at Rocky; it was a huge success!

Adjournment – President Watts adjourned the meeting at 6:12 pm.

Next meeting is Tuesday, May 17, at 5:00 pm, on the 2nd Floor of the Downtown Library.

Respectfully submitted,
Malachi Kohlwey, Business Office & Facilities Director