

Rock Island Public Library Board Meeting Minutes

May 19, 2020

5:00 p.m.

Southwest Library – Community Room

9010 Ridgewood Road, Rock Island

The Board of Trustees of the Rock Island Public Library met at the Rock Island Public Library, Southwest Library, with Eudell Watts III, presiding. Many Board members utilized the teleconferencing option allowed under the Governor’s Executive Order, which modifies the physical quorum requirements of the Open Meetings Act during the COVID-19 crisis.

Call to Order: Eudell Watts III called the meeting to order at 5:03pm.

Attendees: Karen Phillips (teleconference), Pat Mahar, Jo Noon, Deborah Freiburg (teleconference), Holly Sparkman (teleconference), Elizabeth Russell (teleconference), Jacki Nelson (teleconference), Jenni Swanson (teleconference); Kathy Lelonek, RIPL Foundation

New Board Member: Newly appointed trustee, Jo Noon, took the oath of office.

Public Comment: Patrons had the opportunity to comment in-person, via teleconference or phone, or via email. No public comment was received.

Approval of Minutes: The Board reviewed the April 21, 2020, meeting minutes. With no additions or corrections, Eudell Watts III advised the minutes stand approved as written.

Board Education: IL Standards Discussion Chapters 1 & 2 (postponed until further notice)

Correspondence: A “thank you” email was included in the packet.

Committee Reports:

Finance

Director Campbell presented the bills for April, and answered questions.

Karen Phillips made the motion to approve monthly bills for April, in the amount of \$64,712.79. Debbie Freiburg seconded. The Board took a recorded vote: 7 Ayes – Noon, Sparkman, Freiburg, Russell, Phillips, Mahar, and Swanson; 0 Nays. Motion passes.

Director Campbell advised that once a Trustee volunteers to chair the Finance Committee, a meeting will be set to discuss the CY2021 Budget.

Buildings and Grounds

Director Campbell announced that the Community Room mold abatement and painting project is

complete and looks great.

Personnel & Policy

Director Campbell advised that once the new Board Committee list is approved, the committee will need to schedule a meeting to discuss updated/new policies.

Planning & Community Relations

No report.

Art Committee

Director Campbell shared that the reframing project is on hold because of COVID. Work continues on the restoration of the Koen piece.

Library Foundation

Foundation Director Lelonek announced that the Foundation met via Zoom on May 14th at 4pm. Mark Schwiebert advised the Foundation of the current status of the Capital Campaign, and presented the talking points. A copy of the talking points was included in the Board packet. The campaign is essentially taking a pause until the time is right to fundraise.

Administrator Reports

Director Campbell included a written report and the monthly statistics in the Board packet. Other announcements included items that were in the works, such as Reference Chat, Dial-a-Story, contacting patrons to promote the Census and library programs, and the numerous communication pieces received from the Library System and the catalog consortium. She announced that the immediate future of library service is going to be very different, due to the limitations of the library catalog, a lack of statewide delivery, and the quarantine time periods required.

Director Campbell also announced that the Milan Blackhawk Area Public Library District will hold their next meeting on May 28, at 4pm, at the Southwest Library.

Unfinished Business

1. *Long Range Planning – updates
 - a. Director Campbell provided updates on the contract for sale of Library property located at 3059 30th Street. The buyers have signed a letter of intent with the Bank, but a closing date has not yet been announced.
 - b. Updates for the YMCA Partnership/Capital Campaign were provided by Foundation Director Lelonek during the Foundation update. This topic will stay on the agenda as unfinished business for future discussions.
2. *Library Locations' Hours – updates

- a. The Board received a draft of the hours for the different reopening phases. Trustee Phillips asked if the staggered hours were enough to maintain social distancing requirements. Director Campbell explained that with the two buildings and the mobile library, they were. The only confined area is the Circulation workroom, but everyone is at least 6 feet apart, and have appropriate face coverings provided by the library. Additionally, staff are being scheduled to specific assignments in specific areas of the buildings to maximize the social distancing. Trustee Freiburg asked how our mask supply was holding up. Director Campbell said that as of now, we have enough cloth masks for everyone to have 2-3. Disposable masks are also available for vendors in the building and staff who may need to wash their cloth masks.
3. *COVID-19 and Library Operations (RC)
 - a. * Jo Noon made a motion to approve moving to Phase II of the Reopening Plan on Tuesday, May 26, 2020. Karen Phillips seconded. All ayes, no nays. Motion passes.
 4. Energy Performance Project
 - a. Director Campbell gave a brief update of the City's energy performance contract project with Johnson Controls. The latest news is that the Finance Department is still working on funding the project with bonds. Director Campbell contacted the Finance Department and City Manager regarding the recently announced shovel-ready state grants currently available for capital projects, in the hopes that the library's HVAC replacement portion of the project could be funded by this grant money. The Finance Director responded that they are looking into those grants and will keep that in mind.

New Business

1. With the retirement of Trustee Koski, and the addition of Trustee Noon, Director Campbell announced that the standing committee list needs updating. After a short discussion, it was decided that a revised list will be sent out for the next board meeting for consideration.

Information Sharing

- Board Contact Information - Updates
- Phased Hours Draft
- Revised Phased Reopening Plan
- Material Quarantine Guidelines
- Statement on the use of the integrated library system (PrairieCat) during the term of the Stay-at-Home Executive Order

***Closed Session – (Not necessary)**

Announcements

- Trustee Phillips commented on the recent webinar she took about “What Library Trustees Need to know About COVID-19.” Her brief takeaways (although there were many) was the a library is bigger than a building, staffing issues, e.g., the difference between layoffs and furloughs), and that the RIPL staff was way ahead of the game on these issues.
- A heartfelt thank you was given to Director Campbell and the whole RIPL staff for their hard work and commitment during such unpredictable times.

Adjournment

With no further business, President Watts adjourned the meeting at 5:45pm.

Respectfully Submitted,
Angela Campbell, Library Director