

Rock Island Public Library
Board of Trustees Meeting
December 18 2018

The Board of Trustees of the Rock Island Public Library met at 4:30 p.m. at the Rock Island Public Library, 2nd Floor, Director's Office, with Karen Phillips, President, presiding.

Present: Holly Sparkman, Elizabeth Russell, Eudell Watts III, Virgil Mayberry, Kevin Koski, Nancy Coin, and Jacki Nelson

Also present were: Angela Campbell, Director; Kellie Kerns, Director Business Office & Facilities; Lisa Lockheart, PR/Outreach Liaison; Kathy Lelonek, Foundation Director

Absent: Pat Mahar

Holiday Gathering occurred from 4:30 – 5:00 p.m. No Board business transpired.

Call to Order: Karen Phillips called the meeting to order at 5:00 p.m.

Public Comment: None

The Board reviewed the November 20, 2018 minutes. There were no corrections. Karen Phillips advised the minutes stand approved as written.

Board Education: Security and safety measures for staff, in public libraries, were discussed.

Correspondence: Angela Campbell shared an email, regarding an overdue notice, with the Board.

Finance:

The Board reviewed and discussed bills from November in the amount of \$92,027.46.

Kevin Koski made the motion to approve October bills as presented. Virgil Mayberry seconded. Motion carried on a recorded vote.

Buildings and Grounds:

1. Meeting Scheduled 1/9/19 @4pm – Downtown 2nd Floor Renovation Bids Review

2. Downtown Library HVAC Repair Work:

*Motion whether or not to replace Downtown Mezzanine air handler coil and associated piping. (RC)

*Motion whether or not to approve expenditures from the library's CY2019 operation's budget for replacement parts and labor costs. (RC)

*Motion whether or not to approve expenditures from the library's assigned fund for replacement parts and labor costs. (RC)

Eudell Watts III made the motion to table Downtown Library HVAC Repair Work items until administration has gathered more information. Kevin Koski seconded. All were in favor. Items will be placed on the February 19th meeting agenda.

Personnel and Policy:

Met December 6 2018:

1. Behavior Policy Review & Discussion (duration of trespass for trespassed patrons)
2. Disaster Response Plan Review & Discussion (updates and Code Adam)
3. Donation Policy Review & Discussion (art donations)
4. Kevin Koski made the motion to approve Circulation Policy and Appendices as presented. Eudell Watts III seconded. Motion carried on a recorded vote.
5. Kevin Koski made the motion to approve Library Card Registration Policy as presented. Virgil Mayberry seconded. Motion carried on a recorded vote.
6. Director's Evaluation - February 19 2019 – Board Meeting will begin at 4p.m.
7. Staffing Discussion – handout was presented to the Board for review.
8. Wage Payment Collection Act Amendments, effective January 2019. City car allowance policy will be discussed at the next committee meeting, which was set for January 9th at 3p.m.

Planning and Community Relations: Reminder of the January Strategic Plan Community Forums was communicated to the Board.

Art Committee:

1. Eudell Watts III made the motion to approve keeping art pieces, determined to be original in nature, for future evaluation. Kevin Koski seconded. Motion carried on a recorded vote.
2. Holly Sparkman made the motion to approve restoration of the Koen and Horton art pieces in the amount of up to \$3000.00, pending grant funds requested by the Foundation. Jacki Nelson seconded. Motion carried on a recorded vote.
3. Holly Sparkman made the motion to approve turning over art pieces, determined to not be original in nature, to the Rock Island Public Library Foundation. Kevin Koski seconded. Motion carried on a recorded vote.

Foundation:

Updates regarding the Food for Thought Fundraiser on April 11th, and the next RIPLF Board meeting on February 14th, was communicated to the Board.

Administrator's Report:

Department Updates – Angela Campbell provided the Board with the latest department updates and statistics regarding circulation, electronics/online, and Children's programs.

Milan Blackhawk – Next meeting will be January 24 2019; election process updates were communicated to the Board.

Unfinished Business:

Long Range Buildings Study & Planning - updates: Administration continuing to gather information and will have a further update at the January meeting.

Budget Review with City Council – updates: Angela Campbell updated the Board on the passing of the City budget appropriation and tax levies at the December 17 City Council Meeting. She also explained that the Council approved the General Wage Increase (GWI) for all non-affiliated City employees. The Library Board discussed the non-affiliate GWI, which was approved for a different amount by the Library Board at the September 18, 2018 meeting. The question was raised if the Library Board should stick with their approved non-affiliate GWI increase of 3%, or change it to the 1.66%, which was approved by the Council. The Board President wanted to take a straw vote; however, due to this not being an agenda item, not all Board members would participate. This item will be added to the January meeting agenda for discussion and re-approval.

Slate of Officers - Signatures were garnered by the nominating committee and report will be sent to Mayor's Office for filing.

New Business:

Kevin Koski made the motion to approve setting the Annual Non-Resident Fee, in the amount of \$125.00, effective January 1 2019. Holly Sparkman seconded. Motion carried on a recorded vote.

Eudell Watts III made the motion to approve regularly scheduled board meetings for Calendar Year 2019. Nancy Coin seconded. All were in favor.

Holly Sparkman made the motion to approve moving the McCarty endowment funds to the RIPL Foundation for disbursement to the Library in Calendar Year 2019. Eudell Watts III seconded. Motion carried on a recorded vote.

Information Sharing - The following was presented to the Board:

Kellie Kerns - Certificate of Completion AWR-356

Hoopla Report

POLCO Survey Results

Board Member Contact Information – updates

Announcements – The following was presented to the Board:

Pre-board schedule was scheduled.

The Director's vacation schedule was communicated.

Closed Session: None

Board adjourned at 6:10 p.m.

The next regular meeting of the Rock Island Library Board of Trustees will be January 15, 2019, at 5:00 p.m.

Respectfully Submitted,
Kellie Kerns
Director - Business Office & Facilities