

Rock Island Public Library  
Board of Trustees Meeting  
September 20 2016

The Board of Trustees of the Rock Island Public Library met at 3:07 p.m. at the Rock Island Public Library, 2<sup>nd</sup> Floor, Director's Office, with Kevin Koski, President, presiding.

Present: Cynthia Lukasik, Eudell Watts III, Karen Phillips, Virgil Mayberry, Pat Mahar, and Nancy Coin

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

Absent: Jessica Matherly, Mary Brodd

Call to Order: Kevin Koski called the meeting to order.

Public Comment: None

The Board reviewed the August 16, 2016 minutes. There were no corrections. Kevin Koski advised the minutes stand approved as written. All were in favor.

Board Education: None

Correspondence: Patron comments were presented to the Board.

The Board reviewed and discussed bills from August in the amount of \$73,809.66.

Nancy Coin made the motion to approve August bills as presented. Karen Phillips seconded. Motion carried on a recorded vote.

Building and Grounds: Main Library security camera installation updates were presented to the Board.

Recommendation to approve award of Snow Removal Services Bid to Kymbi Complete Kare.

Karen Phillips made the motion to approve award as presented. Pat Mahar seconded. Motion carried on a recorded vote.

Recommendation to approve change order #2 from On Guard Security.

Karen Phillips made the motion to approve change order as presented. Nancy Coin seconded. Motion carried on a recorded vote.

Recommendation to approve change order #3 from On Guard Security.

Virgil Mayberry made the motion to approve change order as presented. Karen Phillips seconded. Motion carried on a recorded vote.

The Buildings & Grounds Committee will meet October 18, 2016, at 2:30 p.m. to review and recommend bid for Janitorial Services.

Personnel and Policy: Is in need of a Chairperson. A meeting for late to end of October will need to be set to review the new Surplus Property Policy (formerly Purge Policy) and the Staff Survey results.

Planning and Community Relations: Met September 13, 2016, at 3 p.m., to review Fundraising Study RFP and interview possibilities. A recommendation to be addressed later in the meeting.

The Board discussed whether to hold Community Forums again. Board decision was to incorporate forums into focus groups as part to the Fundraising Study process.

Art Committee: Library administration will contact vendor to start the art inventory appraisal process.

Foundation: The Food for Thought Fundraiser invitations have gone to print. If there are any ideas for sponsorships or donations, please let Kathy know. Tables are needed for the Watts Trivia Night on October 20<sup>th</sup>.

#### Administrator's Report:

Department Updates – Angela Campbell provided the Board with the latest department updates, and available statistics. HVAC issues continue at Main which has drastically affected the operating budget. The Board also discussed budget topics CIP, Library Tax Levy, Cost Allocation Summary, and developing a 30/31 exit plan.

Milan Blackhawk – Will meet September 22, 2016. Milan Blackhawk's requirements included tax levy & assessment ordinance, establishing a special reserve fund, and taking care of business during hiatus.

#### Unfinished Business:

Budget Review - updates: Budget numbers for CY17 were reviewed with the budget team and City Manager. The Library's revised deficit was reviewed and options to balance the budget were discussed.

Recommendation to approve award of Fundraising RFP – updates: The Committee reviewed 8 submissions and presented three vendor choices. The Board discussed and chose to move two vendors to the interview process and hold a special board meeting in order to meet the October 10<sup>th</sup> award deadline.

Master Plan Option – updates: Addendum plan document was presented to the Board.

Establish Purge Policy – updates: This policy will be changed to Surplus Property Policy. IL Library Law has specific requirements for handling items.

#### New Business:

Recommendation to approve closing of Main Library at Noon, November 10, 2016, due to Food for Thought Fundraiser.

Cynthia Lukasik made the motion to approve as presented. Karen Phillips seconded. All were in favor.

Review Nominating Officers and Standing Committee Members: Tabled for October meeting.

Recommendation to approve purge item list as presented.

Pat Mahar made the motion to approve as presented. Cynthia Lukasik seconded. Vote carried on a recorded vote.

Recommendation to set holiday closing dates for 2017 as presented.

Nancy Coin made the motion to approve as presented. Cynthia Lukasik seconded. All were in favor.

Recommendation to approve closing RIPL locations for annual staff in-service day, Monday, February 20, 2017.

Cynthia Lukasik made the motion to approve as presented. Karen Phillips seconded. All were in favor.

Oath of Office – Mary Brodd: Tabled for October meeting.

Information Sharing:

Watts Trivia Night – already addressed.

Master Agenda Items – updates were presented.

Stop by Southwest and see the beautiful mums planted by volunteers.

Board adjourned at 4:50 p.m.

The next meeting of the Rock Island Library Board of Trustees will be October 18, 2016, at 3:00 p.m.

Respectfully Submitted,

Kellie Kerns

Director - Business Office & Facilities