

**Rock Island Public Library**  
**Board of Trustees Meeting Minutes**  
**October 15, 2019**

The Board of Trustees of the Rock Island Public Library met at the Rock Island Public Library, 2<sup>nd</sup> Floor, Director's Office, with Eudell Watts III, President, presiding.

**Call to Order:** Eudell Watts, III, called the meeting to order at 5:00pm.

**Attendance:**

Present: Jenni Swanson, Deborah Freiburg, Karen Phillips, Pat Mahar, Holly Sparkman, Elizabeth Russell, Jacki Nelson, and Kevin Koski

Also present were: Angela Campbell, Library Director; Kathy Lelonek, RIPL Foundation Director; Lisa Lockheart, PR/Outreach Liaison; and Larissa Pothoven, High School Student Board Member

**Public Comment:** John Thorson, City of Rock Island HR Director

The Board was advised Mr. Thorson's presentation is a closed session item.

Karen Phillips made the motion to go into closed session, for Matters of Personnel, citing 5 ILCS 120/2c "Collective negotiating matters between the public body and its employees or their representatives." Holly Sparkman seconded. Motion carried on a recorded vote with 7 YAYs: Phillips, Sparkman, Freiburg, Nelson, Mahar, Koski, and Russell; 1 ABSENT; 0 NAYs

The Board went out of regular session and into closed session at 5:01 p.m.

Jenni Swanson joined the closed session at 5:10 p.m.

Elizabeth Russell made the motion to go into regular session. Kevin Koski seconded. Motion carried on recorded vote with 8 YAYs: Phillips, Sparkman, Freiburg, Nelson, Mahar, Koski, Swanson, and Russell; 0 ABSENT; 0 NAYs

The Board went out of closed session and into regular session at 5:26 p.m.

No vote or action was taken during or relating to the closed session item.

**Approval of Minutes:** The Board reviewed the September 17<sup>th</sup> meeting minutes. There were no corrections. Eudell Watts III advised the minutes stand approved as written.

**Board Education:** Nothing to Report.

**Correspondence:** Was presented to the Board.

**Committee Reports:**

*Buildings & Grounds Committee*

Angela Campbell provided updates pertaining to the utility fencing for the Downtown Library, outside the South Exit. The pest has returned; staff has scheduled meetings with the horticultural vendor to evaluate the area in order to create a rain garden/natural grasses area that will deter foot traffic.

In addition, this meeting will include researching landscaping options to replace where the bushes at the Southwest Library once were with something smaller and more maintainable.

The Committee met on October 8, 2019, to review the Professional Janitorial Services bids. Two bids were received. Pat Mahar made the motion to award the contract to FBG Corporation, the lowest responsible bidder, in the amount of \$33,420.00. Jacki Nelson seconded. Motion carried on a recorded vote with 8 YAYs: Phillips, Sparkman, Freiburg, Nelson, Mahar, Koski, Swanson, and Russell; 0 ABSENT; 0 NAYs

Angela Campbell provided updates regarding the current contract for Professional Security Guard Services. A meeting has been scheduled with the vendor in the coming week. An update will be provided at the next Board meeting.

*Art Committee*

The Committee met on October 8, 2019, to discuss an art endowment and potential reframing project of important pieces. Kathy Lelonek reported she is willing to oversee the project.

*Finance Committee*

Kevin Koski made the motion to approve September bills as presented. Elizabeth Russell seconded. Discussion ensued about Downtown Library's HVAC and the high cost of replacing old parts. Motion carried on a recorded vote with 8 YAYs: Phillips, Sparkman, Freiburg, Nelson, Mahar, Koski, Swanson, and Russell; 0 ABSENT; 0 NAYs

Pat Mahar exited the meeting at 5:45 p.m.

Kevin Koski made the motion to approve the CY20 library budget (version 4) for submission to City Council. Elizabeth Russell seconded. Discussion ensued in relation to the 2% tax levy increase. Kevin Koski questioned why the library's proposed 4.9% increase is not included in this budget. The Board was advised City Finance chose to input a 2% increase. Jenni Swanson advised City Council favors Parks and Library departments to have the same increase, with Kevin Koski expressing disagreement with the decision.

Motion carried on a recorded vote with 7 YAYs: Phillips, Sparkman, Freiburg, Nelson, Koski, Swanson, and Russell; 1 ABSENT; 0 NAYs

Quarterly financial statements were reviewed with the Board. Kevin Koski advised the library has 33% left in expenditures, with only 25% of the year remaining, and only 24% of revenues left to collect. The Library will be over-budget if all is spent. The Board was reminded CY19 budget was approved and submitted with a deficit; encumbered funds can also contribute to a large variance. The Library attempts to limit invoicing and spending by mid-November; this allows for a true representation of year-to-date in late December.

### Personnel & Policy

Kevin Koski made the motion to approve the City-approved GWI for exempt (non-union) staff for CY2020. Debbie Freiburg seconded. Discussion ensued about past practice. Karen Phillips expressed disagreement with exempt staff potentially earning a lower GWI than union staff. She believes they should be the same. Jenni Swanson indicated City Council was not pleased with the Library Board decision to allocate a larger increase to exempt library staff than City-wide exempt staff last year. Angela Campbell advised there is not a current union contract in place; it is uncertain what the union GWI will be. If there was ill-will in the previous year, possibly agreeing to the City-wide GWI increase this year will help ease some tension. Motion carried on a recorded vote with 6 YAYs: Sparkman, Freiburg, Nelson, Koski, Swanson, and Russell; 1 ABSENT; 1 NAY: Phillips

The Board was advised the Electronic Access Policy will be reviewed by managers at an upcoming meeting, and will be shared with the full board for consideration at the November meeting.

### Planning & Community Relations

Holly Sparkman reminded the Board the RIPL & RIPLF Social Gathering is November 14, 2019 at 5:30 p.m., at Huckleberry's.

### Foundation

Kathy Lelonek advised the next meeting is November 14, 2019, at 4:00 p.m., at Huckleberry's.

### **Administrator Reports:**

The Board was presented the Director's monthly report, included in the Board packet. No questions were asked.

The Annual Financial Report for the Milan-Blackhawk Area Public Library District was submitted and accepted by the Illinois Comptroller, rounding out the year. They will be on hiatus until January 2020.

### **Unfinished Business:**

Angela Campbell provided updates to the Long Range Building Plan. The Library Foundation and

potential partner are currently working on the financial feasibility study. Interviews are set to begin next week, with the final report due back from the fundraising firm by mid-to-late December.

Holly Sparkman voiced concerns regarding the potential project; more specifically that she is concerned the Library will not own the property. Other Board members have similar concerns and are willing to wait for the results of the feasibility study. The Board requested that Director Campbell contact the San Antonio Public Library for more information pertaining to their lease agreement.

The Board was provided with the most recent door counts for Downtown and Southwest Libraries. There will be no door count for the 30/31 Library, due to the automatic door being non-operational.

The Nomination Report draft was presented to the Board for review. It was agreed upon to vote for the Slate of Officers at the November meeting, which includes Eudell Watts III as President; Elizabeth Russell as Vice-President; Jacki Nelson as Secretary/Treasurer.

**New Business:**

Included in the packet, was email correspondence regarding liability for the 30/31 Library once it is closed. Jacki Nelson made the motion to barricade the parking lot at the 30/31 Library once it is officially closed. Karen Phillips seconded. Motion carried on a recorded vote with 7 YAYS: Phillips, Sparkman, Freiburg, Nelson, Koski, Swanson, and Russell; 1 ABSENT; 0 NAYS

State Per Capita funds were received for FY2020 and FY2021 grants submitted for RIPL and Milan-Blackhawk Area Public Library District, as well as, the FY2018 expenditure reports.

The proposed wrap theme for the Mobile Library was presented to the Board. It was not well received and discussion ensued. Angela Campbell explained the 'Mo Library' theme was accepted by the Community and Planning Committee, as well as, the dachshund caricature which represents "Go Long on Learning". The Board offered alternative themes for consideration. Debbie Freiburg made the motion to use "Library to Go". Kevin Koski seconded. Motion carried on a recorded vote with 7 YAYS: Phillips, Sparkman, Freiburg, Nelson, Koski, Swanson, and Russell; 1 Absent; 0 NAYS

Action Item: Administration will work on specifics and present the revised concept to the vendor team for renderings. This may delay the wrap and launch of the Mobile Library.

**Information Sharing:**

- PrairieCat Users Group Day 2019 reports
- Standing Committees – updates
- Frieze Lectures – begin October 22<sup>nd</sup>
- Master Agenda – updates
- 2019 Theisen's More for Your Community Grant Award

**Announcements:**

Angela Campbell announced the Quad Cities Complete Count census group is granting \$1,000 to RIPL for efforts in making technology available on the Mobile Library during the census. In return, a magnet of the group's logo will be placed on the Mobile Library in recognition of the donation.

**Adjournment:**

Meeting adjourned at 7:09 p.m.

The next meeting of the Rock Island Public Library will be November 19, 2019, at 5:00 p.m.

Respectfully submitted,

Angela Campbell  
Library Director