

Rock Island Public Library  
Board of Trustees Meeting  
August 20 2019

The Board of Trustees of the Rock Island Public Library met at 5:00 p.m. at the Rock Island Public Library, 2<sup>nd</sup> Floor, Director's Office, with Eudell Watts III, President, presiding.

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

Also present were: Angela Campbell, Director; Kellie Kerns, Director Business Office & Facilities; Kathy Lelonek, RIPL Foundation Director; Lisa Lockheart, PR/Outreach Liaison; Larissa Pothoven, High School Student Board Member

Absent: Jenni Swanson, Deborah Freiburg

Call to Order: Eudell Watts III called the meeting to order.

Public Comment:

Rachel Reimink, Reference Librarian, introduced herself to the Board.

Jacob Mizanin, Enterprise Fleet Management Representative, presented the CY20-24 proposed City of Rock Island Fleet Program.

The Board reviewed the July 16, 2019 minutes. There were no corrections. Eudell Watts III advised the minutes stand approved as written.

Board Education - The Board discussed OMA compliance. Administration will present resources at the September meeting.

Agenda Item was requested to be addressed next:

Regularly Scheduled Board Meetings – Start times were discussed. No modifications to the regularly scheduled time were made.

Correspondence: Was shared with the Board.

Board Member Reports -

Finance:

The Board reviewed and discussed bills from July in the amount of \$81,341.61.

Kevin Koski made the motion to approve June bills as presented. Holly Sparkman seconded. Motion carried on a recorded vote with 4 YAYs: Phillips, Sparkman, Koski, Nelson  
0 NAY; 3 ABSENT; 1 ABSTAIN.

The CY20 Budget updates and personnel summary was shared with the Board.

Buildings and Grounds:

Downtown Library west exit lettering and south exit utility fencing updates were discussed and shared with the Board.

Holly Sparkman made the motion to remove bushes at Southwest Library. Elizabeth Russell seconded. Motion carried on a recorded vote with 4 YAYs: Phillips, Sparkman, Koski, Nelson 0 NAY; 3 ABSENT.

#### Personnel and Policy:

The Committee met August 6<sup>th</sup> to review policies and discuss personnel topics.

Kevin Koski made the motion to approve the list of policies as presented:

Circulation Policy & all 5 appendices; Display Policy (Display Cases); Displayed Art Policy; Disposal of Surplus Property Policy; Donations Policy; Incident Reporting Policy; Library Card Registration Policy; Lost or Abandoned Property Policy; Mileage Reimbursement Policy; Mobile Hotspot Policy; Postings & Handouts Policy; Programming Policy; Security Camera Policy; Staff Development Policy; Volunteer Application & Waiver Volunteer Policy. Karen Phillips seconded. Motion carried on a recorded vote with 5 YAYs: Mahar, Phillips, Sparkman, Koski, Nelson 0 NAY; 2 ABSENT.

Kevin Koski made the motion to approve Photography & Video Statement and Policy as presented. Jacki Nelson seconded. All were in favor.

#### Planning and Community Relations:

The Committee met July 29 @3pm to discuss the Long Range Planning and Talking Points for:  
Collaboration Agreement for Building Partnership  
Closing of 30/31 Library  
Mobile Library – funding  
Communication and Messaging

The next Library Board and Foundation Board Fall Social Gathering will be November 14 2019 @5:30pm.

#### Art Committee:

The Committee met August 1<sup>st</sup> @4pm, to review the Displayed Art Policy and discuss local art displays.

#### Foundation:

The Board met August 8<sup>th</sup> @4pm to discuss updates to the building partnership and to review and approve grant requests from the Library.

#### Administrator's Report:

Department Updates – Angela Campbell provided the Board with the latest department updates and statistics.

Milan Blackhawk – Met August 19, 2019 in which the combined annual budget and appropriation ordinance was reviewed for approval.

#### Unfinished Business:

Long Range Buildings Study & Planning - updates: Angela Campbell provided the Board with updates to the timeline for closing/sale of 30/31 Library; the acquisition of a Mobile Library; the Long Range Building project and potential partnership. Administration will continue to gather information and report at the August meeting.

Library Locations' Hours (discussion and compiled door count) – updates were provided to the Board. Administration is continuing to gather information and will report at the October meeting.

New Business:

Kevin Koski made the motion to approve to enter into a lease agreement, pending a thorough positive inspection by Library staff and the City Fleet Department, for standard and mobile library vehicles assigned to the Library. Karen Phillips seconded. Motion carried on a recorded vote with 5 YAYs: Mahar, Phillips, Sparkman, Koski, Nelson 0 NAY; 2 ABSENT.

Kevin Koski made the motion to approve disposal of surplus property as presented. Holly Sparkman seconded. Motion carried on a recorded vote with 5 YAYs: Mahar, Phillips, Sparkman, Koski, Nelson 0 NAY; 2 ABSENT.

Karen Phillips made the motion to approve closure of all RIPL locations for annual staff in-service February 27 2020. Jacki Nelson seconded. All were in favor.

Pat Mahar excused himself from the meeting at 5:40pm.

Information Sharing - The following was presented to the Board:

Master Agenda Items – updates

RDA Book Certificates of Completion – Tech Services Staff

Standing Committees – updates

RIPL Centennial Business Award Ceremony – September 14 2019 Jacksonville, IL

Lil' Free Libraries Quarterly Report

RIPL Board of Trustees Contact Sheet

Closed Session:

Nothing to Report

Announcements:

Lisa Mahar has an opening at QC Arts on Friday, from 7-9pm. Karen Phillips distributed an article about Davenport Public Library.

Board adjourned at 6:41 p.m.

The next regular meeting of the Rock Island Library Board of Trustees will be September 17, at 5:00 p.m.

Respectfully Submitted,

Kellie Kerns

Director - Business Office & Facilities

Rock Island Public Library  
Board of Trustees Meeting  
September 4 2019

The Board of Trustees of the Rock Island Public Library met, for a special meeting, at 4:03 p.m. at the Rock Island Public Library, 2<sup>nd</sup> Floor, Director's Office, with Elizabeth Russell, Vice President, presiding.

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

Also present were: Angela Campbell, Director; Kellie Kerns, Director Business Office & Facilities

Absent: Jenni Swanson; Eudell Watts III

Call to Order: Elizabeth Russell called the meeting to order.

Public Comment:

None to Report

The Board reviewed information regarding Long-Range Planning – acquisition of a mobile library:

Kevin Koski made the motion to rescind the action taken by the Rock Island Public Library Board of Trustees at the August 20, 2019, Board meeting which stated, "Motion to approve entering into a lease agreement, pending a thorough positive inspection by Library staff and the City Fleet Department, for standard and mobile library vehicles assigned to the Library". Karen Phillips seconded. Motion carried on a recorded vote with 6 YAYs: Phillips, Sparkman, Koski, Nelson, Mahar, Freiburg 0 NAYs; 2 ABSENT.

Karen Phillips made the motion to accept \$100,000 from the Rock Island Public Library Foundation, and approve transferring \$66,024 in available funds from the CY2019 library operating budget, in conjunction with assigned reserve funds, to acquire a used mobile library from LDV Custom Specialty Vehicles. Holly Sparkman seconded. Motion carried on a recorded vote with 6 YAYs: Phillips, Sparkman, Koski, Nelson, Mahar, Freiburg 0 NAYs; 2 ABSENT.

Karen Phillips made the motion to approve entering into a lease agreement with Enterprise, in conjunction with the City Fleet Department, for standard vehicles assigned to the Library. Jacki Nelson seconded. Motion carried on a recorded vote with 6 YAYs: Phillips, Sparkman, Koski, Nelson, Mahar, Freiburg 0 NAYs; 2 ABSENT.

Closed Session:

Nothing to Report

Announcements:

City Council will meet to approve the purchase of the mobile library on September 23<sup>rd</sup>, with the lease portion approval in October or November.

Board adjourned at 4:16 p.m.

Respectfully Submitted,

Kellie Kerns

Director - Business Office & Facilities