

Rock Island Public Library
Board of Trustees Meeting
November 15 2016

The Board of Trustees of the Rock Island Public Library met at 3:03 p.m. at the Rock Island Public Library, 2nd Floor, Director's Office, with Kevin Koski, President, presiding.

Present: Cynthia Lukasik, Mary Brodd, 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, Eudell Watts III

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

Public Comment: None

The Board reviewed the October 18, 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 October in the amount of \$86,237.95.

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

Building and Grounds: A patron offer and donation concerning surplus plant and tree ownership were presented to the Board.

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

Recommendation to approve Change Order #4 to OnGuard Security in the amount of \$306.99.

Cynthia Lukasik made the motion to approve as presented. Karen Phillips seconded. Motion carried on a recorded vote.

Personnel and Policy: Met November 2, 2016 to review policies, staff survey results, and the Director's annual evaluation.

Recommendation to approve policies and policy statements as presented.

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

A newly created volunteer handbook was distributed to the Board.

A summary of staff survey results were communicated to the Board.

The Director's Evaluation packet was distributed to the Board.

The behavior policy during the annual Food for Thought Fundraiser was discussed.

Planning and Community Relations: Nothing to report.

Art Committee: Library administration and chair will be meeting with the art appraisal vendor for a kickoff meeting on December 1, 2016.

The Foster Care Alliance submitted a display request for August 2017.

Pat Mahar made the motion to approve as presented. Cynthia Lukasik seconded. All were in favor.

Foundation: Gross revenues for Food for Thought Fundraiser, Birdies for Charity, and Watts Trivia Night were presented.

Administrator's Report:

Department Updates – Angela Campbell provided the Board with the latest department updates and statistics. The Board was updated on the Library's 2017 budget presentation date and time. The Library will be accepting an award from the Daughters of the American Revolution this coming Saturday to honor Ms. Gale – historical Rock Islander of the year. See Facebook for more details. Fold3, our new database with military records, is being introduced. Library card registrations have grown from 14,000 to nearly 18,000 in four years!

Milan Blackhawk – Next meeting January 26, 2017. The comptroller report has been started.

Unfinished Business:

Budget Review - updates: The Library's revised deficit was reviewed with a recommendation to approve finalized CY17 budget for submission to City Council.

Cynthia Lukasik made the motion to rescind the July 19, 2016, original motion made by Karen Phillips which states, "In order to balance the CY17 budget and maintain a 120 day reserve, close the 30/31 Branch Library effective January 1, 2017; and that the property will be maintained." Further, by making these adjustments, it will be kept open for as long as possible within that year in order to be responsible and provide direction to the community. Pat Mahar seconded. Motion carried on a recorded vote with 6 Ayes 0 Nays 2 Absent.

Pat Mahar made the motion to rescind the July 19, 2016, original motion made by Nancy Coin which states that the library "Only use reserves that exceed 120 days to balance the CY17 operating budget." Cynthia Lukasik seconded. Motion carried on a recorded vote with 6 Ayes 0 Nays 2 Absent.

Pat Mahar made the motion to submit a balanced CY17 budget with reduced hours at the Southwest & 30/31 Branches, operational cuts including staffing, reduced staffing hours, and to use Capital Improvement funds for infrastructure improvements, so that the Library Board can finish their master planning process. Virgil Mayberry seconded. Motion carried on a recorded vote with 6 Ayes 0 Nays 2 Absent.

Pat Mahar made the motion to change the branch hours to the following, beginning January 3, 2017:

Southwest Branch Hours

Monday & Tuesday: 12p-8p

Wednesday – Saturday: 9a-5p

30/31 Library Hours

Monday & Tuesday: 9a-5p

Wednesday & Thursday: 12p-8p

Friday & Saturday: 9a-5p

(Main Library hours to remain the same)

Main Library

Monday – Thursday: 9a-8p

Friday & Saturday: 9a-5p

Karen Phillips seconded. All were in favor.

Fundraising RFP – updates: Several conference calls have been held thus far with RIPL Fundraising Committee in attendance. Much administrative work has been completed and the Foundation will be at the forefront of the project.

Board Bylaws Review – board meeting times: Were discussed. The recommendation for approval for next meeting will be to have meetings begin at 5:00 p.m.

30/31 & Southwest Strategies – updates: Previously addressed under budget review.

Recommendation to approve Slate of Officers 2017-2018 as presented.

Cynthia Lukasik made the motion to approve as presented. Pat Mahar seconded. Motion carried on a recorded vote with 6 Ayes 0 Nays 2 Absent.

New Business:

Recommendation to approve 2.25% GWI, effective January 2, 2017, for exempt (non union) staff.

Nancy Coin made the motion to approve as presented. Cynthia Lukasik seconded. Motion carried on a recorded vote.

Board meetings during winter months: The Board discussed member availability and have decided to not cancel meetings at this time.

Information Sharing:

Standing Committees – updates were presented.

Master Agenda Items – updates were presented.

State of IL law Library's tax levy being listed separately on the tax report will be added for discussion to our next meeting agenda.

Virgil Mayberry provided information on who is not and who/may be running in next year's election for City of Rock Island Mayor and Council, and the Library Board's relationship with Council.

Board adjourned at 4:43 p.m.

The next meeting of the Rock Island Library Board of Trustees will be December 20, 2016, at 3:00 p.m.

Respectfully Submitted,

Kellie Kerns

Director - Business Office & Facilities