

Meeting location: Silvis Public Library  
806 1st Avenue, Silvis, IL 61282

Date of Meeting: September 12th, 2016

The meeting began at 6:05 p.m.

Present: Tony Trulson, Alex Turkmani, Joy Cummings, Marigrace Alonso, Sharon Kelley, Crystal McCaw, Amy Alley, Beth Tepen

Staff: Nancy Ashbrook

Absent: None

Public Comment: None

Minutes – Motion: Beth Tepen Second: Amy Alley  
They were unanimously approved.

\$37,751.52 in bills presented.

Motion: Marigrace Alonso Second: Crystal McCaw  
They were unanimously approved.

The treasurer's report and trial balance were presented and put on file.

The Director gave her monthly report. She reported that the study rooms are being utilized more than before as well as the new computers.

The Friend's minutes were presented.

In old business, the library renovation was reported to be finished other than the coating of the new bricks that would be completed. The website is going to be hosted, developed, and maintained by Augustana College. The wording of point 6 of the Personnel policy will be made more clear and Alex Turkmani made a motion to give paid leave for all holidays that the library will be closed for, effective at the beginning of the next fiscal year. Tony Trulson seconded this motion and it was approved unanimously. This will be brought up in the April 2017 meeting to approve specifically Christmas Eve, New Year's Eve, President's Day, and Veteran's Day and it will be added to the budget for the next fiscal year. The Performance Evaluation Updates were discussed and sections were added to include "Personal Growth" and "Ways to Improve the Library". The committee (Nancy, Marigrace, Alex and Tony) will meet and discuss ways to further improve the performance evaluation form. Strategic planning discussion was tabled until next meeting.

In new business, the policy review of the disaster plan was discussed. The plan will be altered to reflect the changes that have been made with the renovation of the library and the contact list will now include Joy and Tony. Tony Trulson made a motion to accept the library closings as proposed in the agenda. The director informed the board that she

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is working on altering the job descriptions for the Library Clerk II position to more accurately reflect the job requirements.

A Closed Session was held by the board from 6:55 p.m. to 7:15 p.m.

Tony Trulson made a motion to allow the director to, at her discretion, increase hours for employees to allow her to complete Rock River Library District tasks. Alex Turkmani seconded the motion and it passed unanimously.

The items on October's meeting are Revisions to Library Clerk II job description, Disaster policy review, Levy Letter, Personnel Reviews.

The meeting adjourned at 8:02 p.m.

Minutes submitted by Carley Turkmani