

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

Date of Meeting: March 12, 2018

The meeting began at 6:00 pm.

Present: Diane Madden, Marigrace Alonso, Teresa Cervantes, Crystal McCaw, Vikki Soliz, Dee Nelson, Joyce Sensabaugh

Staff: Nancy Ashbrook, Susan Seville

Absent: Beth Tepen, Deb Berglund

Public Comment: None

Minutes– Motion: Marigrace Alonso Second: Joyce Sensabaugh
They were unanimously approved.

\$ 5,882.78 in bills presented.

Motion: Crystal McCaw Second: Dee Nelson Motion carried.

The Budget report was presented.

The Director gave her monthly report. Nancy will taking medical leave beginning March 28th through April 16th. ILLINET and Library Certification has been submitted. Susan Seville will have supervisory responsibility. The April board meeting will be held in the Community Room at the new Silvis Police Station off Hospital Road.

Friends continue to pursue a 501c3 status. Reminder of the Good Friday bake sale fundraiser Friday, March 30th from 9:00AM-4:00PM.

Unfinished Business:

Nominated and elected new secretary Marigrace Alonso, to begin at the April Board meeting.

Personnel policy changes were approved.

Employee Classification Motion: Crystal McCaw Second: Vikki Soliz

Hiring Process: Motion: Dee Nelson Second: Teresa Cervantes

Employee Dress Code: Motion: Marigrace Alonso Second: Joyce Sensabaugh

Vacation Time Off: Motion: Crystal McCaw Second: Marigrace Alonso

Staff Ethics: Motion: Crystal McCaw Second: Marigrace Alonso

All motions were unanimously approved.

Reference and Reader's Advisory Services Policy was approved as presented. Motion Marigrace Alonso Second: Dee Nelson

Library Use Policy was discussed. Dee Nelson made a motion to approve as amended. Teresa Cervantes seconded. Motion carried.

Rock River Library District Contract is tabled until April meeting for trustees to review.

Silvis Library will be closed Friday, September 28, 2018 for the PUG Day at Tax Slayer in Moline for all staff professional development. Crystal McCaw made a motion to approve. Teresa Cervantes seconded. Motion carried.

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Reinstating Summer Hours - Silvis would stay open till 8 p.m. on Tuesdays and Thursdays, while East Moline is open Monday and Wednesday nights till 8 p.m. from Memorial Day to Labor Day.
Motion: Teresa Cervates Second: Joyce Sensabaugh. Motion passed.

New Business:

Set library board meetings.
New library hotspots service.
Self-performance evaluations and wage review.

Teresa Cervantes needs to complete the Open Meetings Act certification online.

Library Wishes- none

Items to be placed on next month's agenda:

Unfinished Business

- Rock River Library District Contract
- Set library board meetings.
- New library hotspots service.
- Self-performance evaluations and wage review.
- Motion replenish facilities repair and maintenance account
- Motion transfer donations from miscellaneous fund account to donations account
- Nomination of Board officers

New Business

- Election of Board officers
- Policy review- internet use

Meeting adjourned at 6:40 p.m.
Respectfully submitted by Susan Sebille 3/12/2018

Next Meeting will be Monday, April 9, 2018 at 6:00 p.m.