

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

Date of Meeting: June 11, 2018

Call to Order

A regular meeting of the Silvis Public Library Board of Trustees was held in the Program Room on June 11, 2018. The meeting convened at 6:00 PM. Members of the Board in attendance were Diane Madden, Beth Tepen, Teresa Cervantes, Crystal McCaw, Vikki Soliz, Joyce Sensabaugh, and Deb Berglund. Members not in attendance were Marigrace Alonso and Dee Nelson. Susan Seville was the library staff representative.

Public Comment

None

Approval of Minutes

Minutes of the May meeting of the Silvis Public Library Board of Trustees were printed and distributed to the Board.

Motion to approve: Crystal McCaw Second: Joyce Sensabaugh
They were unanimously approved.

Report of Bills to be Paid

\$7,612.39 in bills were presented.

Motion to approve: Beth Tepen Second: Teresa Cervantes
They were unanimously approved.

Summer Reading Program: \$600 was requested from Friends but that request was denied. The money was intended for additional prizes at QC Entertainment, where the Summer Reading Program final party is being held. Nancy said the money would come from the library. No additional library funds will be spent on the event.

Director's Monthly Report

The Assistant Director gave her monthly report. The circulation statistics were presented. Susan is maintaining the senior library outreach service to Crosstown and New Perspectives; at this time New Perspectives will have books dropped off upon request and picked up weekly.

Friends Monthly Report

There was no Friends Monthly Report. Their May meeting was prior to the Board's May meeting, so the report was presented at that time.

Unfinished Business:

The discussion on Library Hot Spots is tabled until 2019.

Motion to approve: Joyce Sensabaugh Second: Vikki Soliz

The review of the Non Resident Fees was tabled until July.

The minutes for the closed session were not available, so they will be reviewed at the July meeting.

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The review of the Camera Surveillance and Security policy was tabled until July when more information can be gathered.

New Business

VP Tepen attended a trustee workshop on May 5th at RAILS. Nancy Sylvester used Robert's Rules of Order to focus on how to conduct effective Board meetings for non-profit and for-profit organizations. The speaker also had a minutes template available online.

IPLAR has not been started. The report is due on June 30th.

The review of the Collection Acquisition and Development Policy was tabled until July when more information can be gathered.

Continuation of paying \$50/week compensation to Susan and Diana for an additional 6-8 weeks was proposed.

Motion to approve: Deb Berglund Second: Teresa Cervantes

Increase salary of the Library Director to \$48-\$52,000 annually was proposed.

Motion to approve: Crystal McCaw Second: Deb Berglund

Petty Cash

- Two people to audit/balance petty cash on a weekly basis was proposed
Motion to approve: Deb Berglund Second: Joyce Sensabaugh
- A Point of Sale system (P.O.S.) was suggested for the library by Jim Nelson. We need to investigate costs and vendors further.
- Petty cash is replenished after the Board approves the bills and the City of Silvis cuts a check to the Library Director. The Director cashes the check and puts the money in the petty cash box in the locked filing cabinet in the director's office.

Library Wishes

Clean out the storeroom and install a lock on the door so items purchased for future events can be stored securely. Ideas generated from the June staff meeting were also discussed with the Board.

Items for Next Meeting's Agenda

Proposed policy or policy amendment(s): No library staff member's child(ren) can be waiting at the library while the staff member is working. Also, no one is allowed behind the front desk besides staff and contractors.

Adjournment

Motion for adjournment: Deb Berglund Second: Crystal McCaw

The meeting adjourned at 7:50 pm.

Minutes respectfully submitted by Susan Seville.