

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

Date of Meeting: September 10, 2018

The meeting began at 6:03 pm.

Present: Diane Madden, Marigrace Alonso, Teresa Cervantes, Crystal McCaw, Joyce Sensabaugh, Deb Berglund, Beth Tepen, and Vikki Soliz; Staff: Amy Fry; Absent: Dee Nelson

Public Comment: none

Minutes – Motion: Beth Tepen                      Second: Teresa Cervantes  
They were unanimously approved.

\$8,961.03 in bills presented.  
Motion: Marigrace Alonso                      Second: Vikki Soliz  
They were unanimously approved.

The Director gave her monthly report. The circulation statistics were presented. Patron numbers, 'new items' put into circulation and 'income' were all up this month. The director spoke on the success of the Moonlight Parade; 225 attendees, with Friends and Teen Advisory volunteers. There were some snafus → staff discussed strategies for next year. Director will be attending the Department Head Meeting on September 14th and discuss news at the October meeting.

Lastly, Amy has been issued a new director credit card. A motion was made to cancel Nancy's old director credit card account.  
Motion: Joyce Sensabaugh                      Second: Teresa Cervantes  
Motion unanimously approved.

Friends Report - Members have suggested focusing on more large print texts and audiobooks for outreach. Also, a special meeting was held to try to find ways to improve the bookkeeping between the Friends and the library. Discuss ensued with many suggestions. It was noted in minutes that this will be a continued process involving the new director.

Unfinished Business:

Staff Hours/Wages → In the past month, the Director has researched adequate wages for staff using information from 3 local libraries (similar size and scale). By raising staff wages, Director (and Board) hope to keep staff from looking for other employment. \*City



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

to take effect December 2016, changed the Director's position to a full-time non-exempt position. The board motioned to allow the Director to work up to 50 hours per week and get paid time and a half for any of those over 40 hours.

- Because the law was never enacted and the minimum salary has since reverted back to the \$26,660 - the Director asked the Board to rescind the 2016 decision to change the Director's position back to full-time salaried exempt position.
- The director will add the FSLA status to our annual agenda each September to make sure the rules haven't changed and that we stay in compliance.

A motion was made to change the Director's position back to a full-time salaried exempt position (instead of a full-time non-exempt position).

Motion: Crystal McCaw                      Second: Teresa Cervantes

Policy Review: Personnel Policy → Because the Board changed the Director's position back to a full-time salaried exempt position, wording within the Personnel Policy needed to be changed. A motion was made to alter the wording of "Employee Categories" within the Personnel Policy.

Motion: Joyce Sensabaugh                      Second: Teresa Cervantes

Policy Review: Gift Ban → The Director found that this was started in February of 2017 but never finished. The Gift Ban will link directly to IL state policy. Everything in the policy has been written in "layman's terms". It may go on the website as well. A motion was made to approve the Gift Ban as presented.

Motion: Marigrace Alonso                      Second: Crystal McCaw

Per Capita 2019 Requirements:

For 2019, staff and trustees must do several things:

1. Review Chapters 6-10 of the "Trustee Facts File, Third Edition".
  - a. Director printed this out for each trustee and asked trustees to take it home and review it prior to the October meeting. We plan on discussing it at the November meeting.
  - b. [www.cyberdriveillinois.com/library/libraries/pdfs/trusteefacts.pdf](http://www.cyberdriveillinois.com/library/libraries/pdfs/trusteefacts.pdf)
2. Complete at least one free online education opportunity focusing on meeting the needs of patrons with disabilities.
  - a. Director has found a record webinar on serving children with disabilities. She will email everyone the link at the end of October. Each trustee will need to create an account and watch the webinar in November. It is 90 minutes long and will be discussed at the December meeting.
  - b. <https://www.webjunction.org/events/webjunction/serving-the-underserved-children.html>
3. Familiarize ourselves with services provided by the Illinois Veterans History Project

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

- a. Director will email everyone the link. Trustees are asked to access the website and check out what they have to offer. This is to be done prior to the November meeting.
- b. [www.cyberdriveillinois.com/departments/library/public/veteransproject.html](http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html)
4. Staff only: they must review and report on Chapter 8 of "Standards for Illinois Libraries". They will review the checklist at the end and report their findings.
5. The other requirement is that the library must submit their IPLAR (annual report)  
→ which the library already has.

#### Purchase Orders, Per City:

Amy and Teresa met with Jim Nelson on Wednesday, September 5th, 2018:

- To avoid late fees, City Hall has asked that the library bring bills down throughout the month.
- The bills will be presented at City Council Meetings (1st and 3rd Thursday of the month)
- The Director will still present a bill sheet at each Board meeting - but she has created a P.O. column at the end of the bill sheet.
- Following the Board meeting, after it is signed and brought to City Hall, a city clerk will add in all PO numbers to bill sheet. She will then scan a copy back to us for our records.
- Only things that really change are that we avoid late fees and City Hall can work on bills throughout the month instead of in one large group.
- All other Departments do it this way.

A motion was made to approve standing purchase orders with conjunction to Silvis City Hall.

Motion: Teresa Cervantes

Second: Crystal McCaw

Discussion of Electricity Vendors → Director did not have time to meet with them this month. She will do so this month and report at the October Board Meeting.

Discussion of Telephone Vendor → Director told the trustees that we are paying more money with AT&T; will contact Call One and report at the October Board Meeting.

#### Building Maintenance:

Lots of small repairs needed to be done. Friends are sponsoring up to \$500 in repairs through a handyman that City Hall recommended, Mel Schroeder. This is a one-time thing to get us caught up. They will not sponsor again.

Our heating/air conditioning contract was not renewed last year. Previous director got the quotes but didn't follow through. We used to use TMI, which would charge \$2,100 annually - But Bornhoeft will only charge us \$250 twice a year to start and do routine maintenance on heater/central air units. Every other department has utilized them for

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

years. Since the money was already budgeted, quotes have already been done and Bornhoeft was highly recommended, the director is going to use them. A motion was made to use Bornhoeft for heating/air conditioning maintenance at the Library.

Motion: Marigrace Alonso

Second: Vikki Soliz

We have 15 lighting units that need to be repaired. They need ballasts, not just lights. City Hall recommends Ultimate Electronic, another local company. Since this needs to be done, but could get semi-costly, the director wanted to make the Board aware of it prior to making the call. It is just routine maintenance that has went undone for a very long time. A motion was to repair the lighting units using Ultimate Electronic.

Motion: Teresa Cervantes

Second: Beth Tepen

Library Wishes: Workflow behind the counter has become very disorganized. The DVD unit are crowding workspace and breaking drawers. Director has mentioned the want for locking DVD cases (cost will likely be \$3,000-\$4,000).

The items on November's meeting will be:

- Circ Clerk II, Cataloger Position
- Policy Review - Job Descriptions
- RRLD Meeting Highlights
- Dept Heads Meeting Monthly Report
- Rotary Membership
- Update on possible Vendor changes
- Update on Building Maintenance
- Per Capita Grant Requirements - Review Chapters 6-10 of the "Trustee Facts File, Third Edition"
- Per Capita Requirements - discussion of services provided by the Illinois Veterans History Project
- Per Capita Requirements - remind staff to sign up for "Serving the Underserved, Children with Disabilities in the Library" webinar

The meeting adjourned at 7:10 pm.

Minutes respectfully submitted by Marigrace Alonso.