

Unfinished Business:

- Discussion of Electricity Vendors - the City Attorney is working on ending the Realgy contract. Director will update at the November meeting.
- Already noted above, but Director is trying to set up a meeting with Call One, possibly switching from AT&T. Director will update at the November meeting.
- Per Capita 2019 Requirements for Trustees
 - Trustee Handbook: chapters 6-10 of the "TRUSTEE FATS FILE THIRD EDITION"
<http://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteeacts.pdf>
 - Veterans website - Illinois Veterans' History Project:
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>
 - Director reminded trustees to complete the disabled patrons webinar prior to the December meeting:
<https://learn.webjunction.org/course/index.php?categoryid=52>
- Building Maintenance: The Royal Neighbors paid for up to \$500 in small repairs around the Library. Mel Schroeder has been fixing minor things in the library and in the spring will paint the back doors.
- OMA Certification needed for Teresa Cervantes. Director will check at November meeting.

New Business

- The Library Board was made aware of how much money the Library has in savings.
- The Director provided the Board with a "Building Maintenance and Repair Savings" Spreadsheet that she will use at the next Dept Heads meeting to explain about the necessities behind those savings.
- A 3 Year Spenddown list was shared with the Board as a possible wishlist for the next 3 years. Staff has made many recommendations, the Board can add to the list.
- Expiring Terms: Vikki Soliz and Beth Tepen were at the end of their term limits and both accepted new 3 year terms on the Library Board.
- Library Director Contract - Amendments: A motion was made for 6 annual personal days for the Director; prorated for 2018 it will be 5 personal days
 - Motion: Teresa Cervantes Second: Beth Tepen
- 90 Day Review of Director: each Board member will do this for the next meeting and then Amy will meet with the Board President (Diane) in November
- A motion was made for the library to close early on November 21st, at 5pm
 - Motion: Deb Berglund Second: Crystal McCaw
- Circ Clerk 1, Programmer Position: Staff member Sarah (Shea) VanDeWoestyne has passed cataloging test and will be taking on cataloging responsibilities
- Library Card Application Procedures: the Silvis Library is becoming overloaded with library card applications (7 years of backlog that need to be shredded). The

plan for the future is to hold on to applications for 6 months and then they will be shredded

- A motion was made for the Director to become a Rotary Member
 - Motion: Joyce Sensabaugh Second: Dee Berglund
- Teen Volunteer Lock-In, December 28, 2018 → A motion was made to approve the next teen advisory overnight lock-in
 - Motion: Vikki Soliz Second: Crystal McCaw
- Hot Spot for Staff Computers: recently the staff has been having issues with Mediacom Internet. In 3 weeks, there has been 4 outages. The Director is looking into purchasing 1 hotspot for staff to use for check in/check out.
- A motion was made for the Director to purchase a \$50 giftcard as a retirement gift for Diana Slininger
 - Motion: Dee Nelson Second: Crystal McCaw
- A motion was made for the Director to be paid \$100 from Library savings to fund other purchased gifts.
 - Motion: Marigrace Alonso Second: Deb Berglund

Library Wish List: none

The items on November's meeting will be:

- Circ Clerk I, Adult Programmer Position
- Policy Review - Job Evaluations
- RRLD Meeting Report
- Dept Heads Meeting Monthly Report
- PrairieCat Delegates Assembly Brief
- Rotary Meeting Report
- Update on possible Vendor changes
- Update on Building Maintenance
- Per Capita Requirements - remind staff to sign up for "Serving the Underserved, Children with Disabilities in the Library" webinar
- Budget Committee
- Staff Evaluations
- 90-day Review, Amy Fry
- Library Savings Account
 - Building Repair and Maintenance Savings Spreadsheet
 - 3 Year Spenddown Options

The meeting adjourned at 7:32 pm.

Minutes respectfully submitted by Marigrace Alonso.