

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

Date of Meeting: December 10, 2018

The meeting began at 6:14 pm.

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

Public Comment: none

Minutes – Motion: Vikki Soliz                      Second: Joyce Sensabaugh  
They were unanimously approved.

\$11,270.07 in bills presented.

Motion: Marigrace Alonso                      Second: Teresa Cervantes  
They were unanimously approved.

#### The Director's Report

- Circulation Statistics: Overall, numbers were down. Circulation is down by 318; E-materials as well. Computer users are also down by 221. The director explained that this makes sense as the winter months progress. Program numbers are also down because of Trunk or Treat (last month).
- Christmas in Silvis - Saturday, Dec. 1
  - Christmas in Silvis was a HUGE success with 395 participants, including library volunteers.
- Winter Reading Program:
  - All Ages BINGO (Dec. 1 - Feb. 28)
  - Each BINGO is an entry into Grand Prize drawings (10 winners - 4 packs of games/shoe rentals at BlackHawk Bowl)
  - A blackout (fully filled card) earns the participant a \$5 amnesty card and a free book from book sale
- Summer Reading Donation Letter - Revamped this year and have already received 7 donations!

Friends Report - the slat-board display and artwork were sponsored by the Friends. The new membership letter was sent to current Friends members.

Royal Neighbors - agreed to sponsor all quarterly requests submitted to them. These are for January-March events.

#### Unfinished Business:

- Discussion of electricity vendors - We are no longer receiving bills from Realgy.
- Discussion of possible security system upgrades - Global Wireless came in 12/10/18 to look at our security system. Amy is going to have our current company also come in and discuss better quality cameras and adding a few more. This information will be presented at the next meeting.

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- OMA Certification - Teresa Cervantes will be coming into the library and Amy will walk her through the certification process.
- Hot spot for staff computers - tabled for next month.
- Library savings account balance - tabled until after we have finalized the FY19-20 budget.
- Per Capita requirements - "Serving the Underserved, Children with Disabilities in the Library" webinar
  - Not all board members finished at meeting time... Amy will contact later this month and make sure all members are finished.
- Update on building maintenance - there was a leak, it was a quick fix. It will be on the bills next month.
- Staff evaluations - tabled for next month.
- Budget Committee - met last month and will be scheduling a follow-up meeting by email.

At 6:35pm, it was moved to convene in closed session to discuss employment, compensation and employee benefits, as allowed in **Exception 5 in Section 2c 5 1LCS 120/2 (A)**.

Motion: Deb Berglund  
Unanimously approved.

Second: Teresa Cervantes

The Board came back from closed executive session at 7:48pm.

Motion: Dee Nelson  
Unanimously approved.

Second: Deb Berglund

#### New Business

- Circ Clerk 1, Children's Programmer position: Amy interviewed 2 (called 3, 1 was a no show). Shoshawna started in early December is already planning programs!
- Circ Clerk 1 - Leave of Absence: Amy granted Debbie Johnson a leave of absence. She will complete work this week and return April 1, 2019.
- Policy Review - Short Term Goals:
  - The Board and Library have recently completed lots of short-term goals: removed old shelving, added an adult seating area, added additional adult programming (cooking, crafting, and card making classes), remodeled all the bathrooms and staffroom, relocated the BOCD collection, purchased additional displays, created and passed a new salary matrix for employees, hired two new employees, trained a current employee so she could take over new responsibilities, purchased an e-magazine subscription, added several monthly passive programs (take-away crafts and "caught you reading"), purchased toys for Toddle Time programming and a sensory light table for the children's area.

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- We still have several projects that we are still working on: weeding the dvd collection and purchasing locking cases, weeding all other collections, adding two teen computers, adding additional children's programming (hopefully including the purchase of a sensory table), increasing our social media presence, completing the per capita grant application, preparing the FY19-20 budget, the Winter Reading Program, cleaning out the storage room and purchasing shelving for storage, upgrading our security system, and preparing the 3 year spend down.
- FY19-20 Board Meeting Schedule - attached to the Board packet  
A motion was made to approve the 2019 meeting dates and location.  
Motion: Dee Nelson                      Second: Teresa Cervantes  
Unanimously approved.
- PrairieCat Delegates Assembly Brief (November 7th in Malta, Illinois)
  - They approved the FY20 RAILS LLSAP Support Grant
  - They discussed PUG day. Overall, it seemed to be well received. It will not be held locally next year.
  - They reviewed the FY20 audit. The audit went very well.
  - They draft FY20 budget and membership fees were discussed. They expect our costs to go from \$8,277.89 to \$8,851.22 a 6.93% increase. This may still change. It will be voted on at the January 30th, 2019 meeting.
- Per Capita Grant Application: Amy is very much on track to have this completed for the January 15, 2019 deadline.
- Vacation Hours - Rollover:
  - The Library would like to have employee vacations rollover this year. Typically, if an employee doesn't use their vacation by January 1st, they lose it. The personnel policy does allow vacation to be rolled over at the discretion of the Director.  
A motion was made for employees to carry over the hours equivalent of up to 1 week (20 hours).  
Motion: Beth Tepen                      Second: Crystal McCaw
- Review of Closed Session Minutes - tabled for next month's meeting.

Library Wish List: none

The items on January's meeting will be:

- Policy Review - Personnel Policy
- Review - Serving Our Public 3.0 (Chapter 1)
- Review Closed Session Minutes
- Department Heads Meeting Monthly Report
- Rotary Meeting Report
- Update on Hot Spots for Staff
- Update on Possible Security Vendor changes
- Continued Update on Building Maintenance
- Per Capita Grant Application

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- Staff Mileage
- Discussion of Proposed Budget and Appropriation
- Library Savings Account
  - Building Repair and Maintenance Savings Spreadsheet
  - 3 Year Spenddown Options

The meeting adjourned at 8:09pm.

Minutes respectfully submitted by Marigrace Alonso.