

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

Date of Meeting: May 13, 2019

The meeting began at 6:05 pm.

Present: Diane Madden, Marigrace Alonso, Crystal McCaw, Dee Nelson, Deb Berglund, and Joyce Sensabaugh and Vikki Wright; Staff: Amy Fry

Absent: Beth Tepen and Teresa Cervantes

Public Comment: none

Consent Agenda

- A motion was made to approve the consent agenda as presented.
Motion: Marigrace Alonso Second: Crystal McCaw
Roll Call:
Diane Madden - Y
Beth Tepen - N/A (absent)
Marigrace Alonso - Y
Crystal McCaw - Y
Dee Nelson - Y
Deb Berglund - Y
Joyce Sensabaugh - Y
Vikki Wright - Y
Teresa Cervantes - N/A (absent)

Director's Report

- Circulation Statistics: up 238 from March
- Programs: Total Program Attendance was up by 92! With the summer reading program and the summer season fast approaching, program attendance is expected to rise.
 - Summer Reading 2019- the Summer Reading Program will run from June 1st-July 31st.
- FY18-19 Ending Balance – There was \$17,788.29 remaining. This gets added to the funds the library previously had.

Friends Report - The Friends' & Royal Neighbors signed up for Birdies for Charity. Membership forms were also sent out.

Unfinished Business:

- Discussion of Security (On Guard VS Per Mar): Amy has still not heard back from Per Mar. She will look into this more for next month and update the Board at the next meeting.
- Election of Officers: Teresa, Crystal, Dee and Joyce all have terms expiring this month and all have agreed to stay on the Board for an additional 3 year term.
- Election of President, Vice President & Secretary

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At last month's meeting, each position was nominated by Board members. A motion was made to elect Diane Madden as Board President, Beth Tepen as Board Vice President, and Marigrace Alonso as Board Secretary.

Motion: Deb Berglund Second: Dee Nelson

Unanimously approved.

New Business

- Review: Serving our Public 3.0 (Chapter 5 Technology)
 - We are current on all items in the review and checklist.
- Circulation Policy: A motion was made to approve the updated circulation policy as amended.
Motion: Joyce Sensabaugh Second: Vikki Wright
- Per Capita Requirements:
 - Complete the IPLAR (Illinois Public Library Annual Report) by Sept 1st. Amy will take care of that.
 - Trustees must review Chapter 11-Appendices of the TRUSTEE FACTS FILE (3rd Ed.) Amy can email a copy of this to everyone to read prior to a meeting & then we can discuss it at the following month.
 - Trustees & staff will complete 1 free online education opportunity focusing on organizational management. Amy will attempt to find a short webinar that can be completed at a meeting. Our other option would be to have this completed individually at home.
 - Trustees & staff will familiarize themselves with services provided by the Digital Public Library of America (DPLA) <https://dp.la/> and the Illinois Digital Archives (IDA) <http://www.idaillinois.org/>
 - Staff must review and report on progress made in meeting Chapter 3, "Personnel" of Serving Our Public 3.0

Library Wish List

- Amy would like to spend \$370.00 adding lighting to our built-in wall display. Amy would like to spend this out of the "extra projects" \$5000 that was budgeted into Contingency.
Motion: Marigrace Alonso Second: Crystal McCaw
- Amy would like the back of the building and the 3 security doors to be repainted. They must be sanded down, primed, and then painted because they are metal. The total cost would be \$1100. Amy would like to spend this out of the "extra projects" \$5000 we budgeted into Contingency.
Motion: Marigrace Alonso Second: Vikki Wright
- Amy would like permission to rent a vehicle for the week of Director's University, instead of being reimbursed mileage on my car.
Motion: Crystal McCaw Second: Joyce Sensabaugh

The items on April's meeting will be:

- Review – Serving Our Public 3.0 (Chapter 6)
- Update on possible security door vendor changes

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- Review: Collection Acquisition & Development Policy
- Begin Per Capita Requirements
- IPLAR Status

The meeting adjourned at 6:25pm.

Minutes respectfully submitted by Marigrace Alonso.