

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

Date of Meeting: August 12, 2019

The meeting began at 6:01 pm.

Present: Marigrace Alonso, Beth Tepen, Dee Nelson, Crystal McCaw, Deb Berglund,  
and Joyce Sensabaugh, Teresa Cervantes, and Vikki Wright;  
Perspective Board Member: Alex Turkmani  
Staff: Amy Fry

Absent: none

Public Comment: none

#### Consent Agenda

- A motion was made to take the bills out of the consent agenda.  
Motion: Deb Burglund Second: Dee Nelson
- A motion was made to discuss the bills as presented.  
Motion: Marigrace Alonso Second: Teresa Cervantes
- A discussion of the bills ensued.
- With no further discussion, a motion was made to pay the bills as presented and approve the consent agenda.  
Motion: Marigrace Alonso Second: Deb Burglund

#### Roll Call:

Marigrace Alonso - Y  
Crystal McCaw - Y  
Dee Nelson - Y  
Deb Berglund - Y  
Joyce Sensabaugh - Y  
Vikki Wright - Y  
Teresa Cervantes - Y  
Beth Tepen - Y

#### Director's Report

- Circulation Statistics: Circulation was up slightly from June – 57 additional checkouts. However, if we compare July 2018 to July 2019, we are up SUBSTANTIALLY - 791 checkouts – a 33.1% increase!
- Programming Statistics – Programming attendance was down from June because we did not have performers at the McGeHee Center in July. However, comparing this July to July '18, we are up by 402 – a 178.7% increase!
- Summer Reading 2019 – In Review
  - Birth – PreK
    - 668.4% increase in Registrations from last year! From 19 in 2018 to 146 this year!
    - 172.7% increase in completions. From 11 in 2018 to 30 this year!

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- K – 7<sup>th</sup> Grade
  - 250.8% increase in registrations from last year. From 61 in 2018 to 214 this year!
  - 15.1% decrease in completions. The slight decrease is attributed to new logbooks.
- Juvenile Programming
  - 245.5% increase in the number of programs offered (11 last year to 38 this year).
  - 503.7% increase in attendance (190 last year to 1147 this year).
  - This doesn't even include the 1100 children we visited at schools to ramp up for SRP
- Logbook statistics
  - Children completed 979 reading activities
  - At least an additional 1500 books were read!
- 8<sup>th</sup>-12<sup>th</sup> Grade
  - Same number of registrations as the previous years.
  - 11.7% decrease in completions. The slight decrease can be contributed to new logbooks and 2 fewer grades in this category than the previous year.
  - 271.4% increase in the number of teen programs offered (7 last year, 26 this year)
  - 629.3% increase in teen program attendance (58 last year, 423 this year)
  - Teens completed 262 reading activities
  - They read an additional 10,500 pages!
- Adult
  - 172.7% increase in registrations (99 last year, 270 this year)
  - 85.7% increase in completions (49 last year, 91 this year)
  - 57.1% increase in the number of adult programs offered (14 in 2018, 22 this year)
  - 336.2% increase in adult programming attendance (105 in 2018, 458 this year)
  - Our adults read 924 novels this summer!
- Sponsors
  - Total of 39 sponsors
  - \$3100 in monetary donations
  - Reading incentives valued at \$4573.50
- Trunk or Treat 2019 – We are combining our Halloween Party and Trunk or Treat this year. We are currently sending out requests for sponsors, trunks, and volunteers. The event is October 19<sup>th</sup> from 5 to 7pm. The library will, once again, close at 4pm, so we can get the parking lot cleared. The library will be open for bathroom use only during the event.
  - Vikki and Joyce both said they may be able to volunteer for this event.
- FOIA & OMA training – Amy's annual FOIA & OMA training will be completed by the end of this week.

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- Library Updates
  - The water fountain has been having issues. A part had to be ordered, All Action Plumbing should have it fixed soon.
  - The offices and back of the building have been painted.
  - A doorknob was replaced on the women's public restroom.
  - The library purchased 4 bike locks. Patrons with active Silvis library cards may check out a bike lock during their visit. They will have to sign a waiver, and have it put on file. Children will have to have the waiver signed by a parent before their first use.

Friends Report – The Friends discussed Birdies for Charity, their booth for the Moonlight Parade, and memberships. They all sponsored Community Passes for the Botanical Center. Their Royal Neighbors group sponsored a Full S.T.E.A.M. Ahead program.

#### Unfinished Business

- Director's University Overview – Amy discussed her Director's University training in detail. This will count as a Per Capita requirement.
- Parking Lot Repair – This was put on hold until a new Board President was chosen. Mr. Grafton, Mr. Nelson, our new Board President, and Amy will sit down to discuss it in the near future.
- Linoleum Replacement – Amy has contacted 3 businesses and asked for quotes (Flooring Express, Carpetland USA, and Woodward Painting). Amy will update the board when I have quotes.
- Election of Officers:
  - Because there were two Board members running for the roles of President/Vice President, the Board held a paper ballot election. Board members voted anonymously and then the results were announced by members that had volunteered.
    - President: Marigrace Alonso
    - Vice President: Beth Tepen
  - The position of Secretary was uncontested by Crystal McCaw.
- Trustee Training – There will be free training for board trustee at the Bloomington Public Library on Saturday, October 19<sup>th</sup>. Marigrace Alonso and Amy Fry attended this same training on Saturday at the River Forest Public Library. They will give a brief overview of the training at the October meeting.

#### New Business

- Review – Serving Our Public 3.0 (Chapter 8 – Public Services: Reference and Reader's Advisory Services)
  - The purpose of the Reference and Reader's Advisory Services standards is to ensure that libraries offer assistance to patrons in the use of its collections and resources. It also ensures that the library provides patrons with resources beyond those owned by the library. This is done through interlibrary loan and other resource-sharing arrangements. These services

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include reference and reader's advisory and should be provided to patrons of all ages.

- We are current on all items in the review and checklist.
- Review – Bloodborne Pathogens Policy
  - The policy does not need to be changed at this time.
- DRAFT - Levy Letter – This year's draft levy letter was presented and discussed. It will be voted on at the September meeting.

Library Wish List: Amy would like to start sending the entire board packet electronically each month. This is something that most libraries have already went to because it has many benefits. Starting next month, Amy would like to send out the entire board packet on the Friday before the meeting. It would cutdown on copies, save a whole tree every two years, give you more time to review and ask questions, and make board meeting quicker!

Items to be placed on July agenda:

- Review – Serving Our Public 3.0 (Chapter 9)
- Review – Circulation Policy
- FOIA & OMA (new trustee and Director)
- APPROVE - Levy Letter
- Discussion – Moonlight Parade
- Staff Mileage
- Possible Vendor Change – Printer Company
- Parking lot repair
- Linoleum Update
- Trustee Training Overview
- Friends Report
- Review bylaws with discussion of threshold of spending

The meeting adjourned at 7:22pm.

Minutes respectfully submitted by Marigrace Alonso.