

Silvis Board Meeting – Monday, September 9th 2019, 6 PM

Present:

Absent:

1. Call to Order:

Marigrace Alonso called the meeting to order at 6:08 pm.

2. Roll Call:

Present: Marigrace Alonso, Beth Tepen, Dee Nelson, Crystal McCaw, Joyce Sensabaugh, Teresa Cervantes, Vikki Wright, and Alex Turkmani

Absent: Deb Berglund

3. Public Comment:

4. Consent Agenda

Dee Nelson Motioned to accept the Consent Agenda as presented. Seconded by Crystal McCaw. Unanimously Passed.

Motion: _____ Second: _____

5. Director's Monthly Report:

- a. AUGUST 2019 Circulation Statistics – Circulation was DOWN slightly from July – from 3166 to 3099
- b. AUGUST 2019 Programming Statistics – Programming attendance was up slightly from July - from 627 to 669. The increase was due to the Moonlight Parade programming.
- c. Year in Review – August was Amy's 1-year anniversary as Library Director. She put together a document highlighting the many changes and improvements that happened in that time period.
- d. Annual FOIA & OMA Training – Amy completed the FOIA & OMA training.
- e. Upcoming Training/Networking Opportunities –
 - i. Rachel, Shay, and Amy are attending PUG Day - PrairieCat Users Group Day (PUG Day) is an annual event dedicated to professional development, networking, and continuing education. PUG Day sessions are provided on both PrairieCat-specific topics as well as topics of interest to all types of libraries. The PUG Day fee is included in membership fees for Fully Participating and Basic Online members, so the library will not be billed. This year's event will be held on September 20th in Rockford, Illinois.
 - ii. Programmers Showcase – This once-a-year event allows libraries to view dozens of Summer Reading Performers. Shoshanna and Amy will be going to Musser Library on September 27th to participate.
 - iii. PrairieCat Delegates Assembly - Participation in Delegates Assembly is required for Delegates or Alternates from each Fully Participating or Basic Online member of PrairieCat. Amy will attend the next meeting on October 30th at the Kishwaukee College Conference Center in Malta, IL.
- f. Moonlight Parade – The library had 403 children visit our Kids Zone booth. The Young Adult Coordinator (and 25 teens) walked in the parade and handed out candy.
- g. Trunk or Treat 2019 – Saturday, October 19th. The library is still seeking volunteers. They will begin setting up at 4pm and it runs until 7pm.
- h. Hero Street USA Program – To celebrate National Hispanic Heritage Month, the library is hosting a Hero Street USA Program. Alderman Larry York and former-mayor Joe Terronez will give a brief history presentation and Q & A session.

6. Friends Report – The Friends & Royal Neighbors sponsored many upcoming programs. These include: Trunk or Treat, Halloween Escape Rooms, Chad Lewis: Paranormal Investigator, Adult Pour Painting, and pumpkin painting.

7. UNFINISHED BUSINESS:

- a. Painting the Programming Room – We have one quote for painting the programming room. Amy will gather 2 more.
- b. Linoleum Replacement – We have 3 quotes. All are similar materials (floating LVT) but very different prices. The highest quote has very different measurements. Amy is going to have her re-measure and resubmit a quote. She will re-present quotes at the next meeting.
- c. Trustee Training – Marigrace led a discussion on her recent Trustee Training. The topics ranged from: Board/Staff relationships, board/director relationships, fiduciary duty of trustees, preparing an agenda, and the precedence of a motion.
- d. Parking Lot Repair Resolution – After a meeting with Jim Nelson and Jim Grafton, the City has agreed to cover half the costs of the overlay project. They are getting 1 additional quote before moving forward. The project would be completed before Thanksgiving. A letter was drafted officially asking the Parks, Grounds & Building Committee to cover that half. Amy presented a Resolution authorizing the library to take up to \$15,000 from the Library Reserve Fund to cover the other half.

Alex Turkmani motioned to accept the Asphalt Overlay Resolution as presented.
Joyce Sensabaugh seconded.

Roll Call Vote:

Crystal McCaw – YES
Dee Nelson – YES
Deb Berglund – ABSENT
Joyce Sensabaugh – YES
Vicki Wright – YES
Teresa Cervantes – YES
Beth Tepen – YES
Alex Turkmani – YES
Marigrace Alonso – YES

There were 8 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the Resolution was adopted.

8. NEW BUSINESS:

- a. Serving Our Public 3.0 (Chapter 9 - Programming) – The library is current on all items in the review and checklist.
- b. Circulation Policy (General) – Changes were not suggested at this time.
- c. By Laws (Article VIII, h) – This will be discussed further at the October meeting.
- d. Print Contracting Services – The library may move away from RK Dixon for printing services. Amy is going to get another quote. Jason Jensen, will review the quotes and weigh in. This will be brought back up at the October meeting.
- e. 2019 FSLA Status – We are compliant with current laws.
- f. Levy Letter –

Crystal motioned to accept the Levy Letter as presented. Vicki Wright seconded.

Roll Call:

Crystal McCaw – YES
Dee Nelson – YES
Deb Berglund – ABSENT
Joyce Sensabaugh – YES
Vicki Wright – YES
Teresa Cervantes – YES
Beth Tepen – YES
Alex Turkmani – YES
Marigrace Alonso – YES

There were 8 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the Resolution was adopted.

9. Library Wishes
 - a. Library Wishes – None currently
 - b. Items to be placed on next month's agenda
 - a. Painting Bids
 - b. Linoleum Bids
 - c. Printing Bids
 - d. Parking Lot Update
 - e. Trunk or Treat Update
 - f. PUG Day Overview
 - g. Performers Showcase Overview
 - h. Serving Our Public 3.0 (Chapter 10)
 - i. By Laws (Article VIII, h)
 - j. Discuss any remaining Per Capita Requirements
 - k. OMA Certification (Alex)
 - l. Review – Job Descriptions

The meeting adjourned at 7:16pm

Minutes respectfully submitted by Crystal McCaw.