

Silvis Board Meeting – Monday, November 4th 2019, 6 PM

1. Call to Order: Marigrace Alonso called the meeting to order at 6:07 pm.

2. Roll Call:

Present: Marigrace Alonso, Crystal McCaw, Deb Berglund, Vicki Wright, Joyce Sensabaugh,
Beth Tepen

Absent: Alex Turkmani, Dee Nelson, Teresa Cervantes

Staff: Amy Fry

3. Public Comment: NONE

4. Consent Agenda

A motion was made to approve the consent agenda as presented.

Motion: Deb Berglund Second: Joyce Sensabaugh

The motion to approve the Treasurer's Report passed.

5. Director's Monthly Report:

- October 2019 Circulation Statistics – Total circulation is up 39% from October 2018 (2245 to 2985)
- October 2019 Programming Statistics – Programming attendance is up 33% from October 2018 (832 to 1077)
- Trunk or Treat 2019 – The library had twice as many businesses host trunks as they did last year. Attendance was our highest ever – at 808 participants.
- Assembly of the Whole (Delegates' Assembly) –
 - PUG day was discussed. Overall, it seemed to be well received. Lunch will not be included next year, but it is now free for all staff to attend.
 - The FY21 audit was reviewed. There were no issues.
 - The draft FY21 budget and membership fees was discussed. This may still change. It will be voted on at next Delegates' Assembly. Currently, it looks like Silvis fees will go up nearly 7%. Most of this is due to the increase in item circulation over the last year.
- Winter Reading 2020/21
 - All-Ages BINGO. Dec 1st – Feb 29th
 - Each BINGO is an entry into Grand Prize drawings (5 winners - \$20 gift cards)
 - A Blackout earns the participants \$5 fine amnesty card & a free book from book sale.
- Christmas in Silvis (December 7th) – The library will host several events again this year, including: a Santa letter writing station (Silvis Mainstreet Group), a children's craft (Friends of the Library & Royal Neighbors), hot cider and cookies (Silvis Garden Club), and Santa Claus (Silvis Mainstreet Group). The library is hoping to have live music as well.
- Capira (Mobile Library Application) – Prairiecat will be offering a mobile library application. This is not included in the dues and has additional fees associated with it. Due to consistently low circulation, Amy intends to cancel the e-magazine subscription and use those funds for the mobile library app fees.
- Audio/Visual/Database Budget Lines for FY20 – Due to the upcoming increase to minimum wage, many budget lines will have to be decreased. Databases, audiobooks, and music cds will be the hardest hit in the upcoming budget year. This decision was based on their consistently low circulation statistics.

- Staff Year-End Bonus Matrix –A motion was made to gift the end of the year bonuses, as amended.

Motion: Deb Berglund Second: Joyce Sensabaugh

The motion to gift the end of the year bonuses as amended passed.

- Rock River Library District (Networking Meeting) – The Rock River Library Board would like to informally meet with the board once a year. Amy suggested that both boards get together at 5:30pm prior to the December 9th Board meeting.

A motion was made to meet with the Rock River Board at 5:30pm on December 9th, prior to the 6pm board meeting.

Motion: Crystal McCaw Second: Deb Berglund

The motion passed unanimously.

9. Library Wishes

- a. Library Wishes – Amy discussed the possibility of replacing the outdated collection shelving throughout the library, completing the LED lighting in the building, adding an Adult seating area near the adult materials. This area would need additional electrical outlets and possibly carpet. Amy suggested hiring a designer to make sure that we are ADA compliant. Specifics will be shared as information is gathered.

- b. Items to be placed on next month's agenda
 - a. Serving Our Public 3.0 (Chapter 12)
 - b. Review – Job Descriptions (Assistant Director)
 - c. Budget Committee Meeting Overview
 - d. Schedule Follow-up Budget Meeting
 - e. Strategic Plan
 - f. Schedule Next Year's Board Meetings
 - g. Per Capita Grant Application
 - h. Updated Board Directory
 - i. Director's Review

The meeting adjourned at: 8:50 pm.

Respectfully Submitted, Crystal McCaw