

Silvis Board Meeting – Monday, December 9<sup>th</sup> 2019, 6 PM

1. Call to Order: Marigrace Alonso called the meeting to order at 6:10 pm.

2. Roll Call:

Present: Beth Tepen, Deb Berglund, Alex Turkmani, Marigrace Alonso, Vicki Wright, Crystal McCaw, Joyce Sensabaugh, Teresa Cervantes

Absent: Dee Nelson

Staff: Amy Fry

3. Public Comment: NONE

4. Consent Agenda

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

Motion: Beth Tepen Second: Deb Berglund

**The motion to approve the Treasurer's Report passed.**

5. Director's Monthly Report:

- November 2019 Circulation Statistics – Total circulation is up 35% from November 2018 (1929 to 2603)
- November 2019 Programming Statistics – Programming attendance is up 99% from November 2018 (127 to 253)
- Christmas in Silvis (December 7<sup>th</sup>) – The library hosted 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 photos with Santa Claus/Mrs. Claus (Silvis Mainstreet Group). We had our largest turn out to date – 749 guests! This was an increase of 87.3% from 2018 (400 to 749).

6. Friends Report – Sandi Schmidt will be taking over as the Friends President. Christmas in Silvis was discussed, and 3 members volunteered to run the craft table. Several library programs were funded by the Friends/Royal Neighbors, including: a sensory session, family movie night, teen art project, adult cooking class, card making class, and speaker fee for National Women's History month.

7. UNFINISHED BUSINESS:

a. Budget Committee –

i. Update: The budget committee (Marigrace Alonso, Vicki Wright, Crystal McCaw, and Amy Fry-Gordon) met on December 3<sup>rd</sup>.

ii. Next Meeting Date: A follow-up meeting will be held on Tuesday, January 7<sup>th</sup> at 6pm.

b. Staff Job Evaluations – Self-evaluations have been handed out to every employee. The completed evaluations will be given to the Director for review. Amy is still in the process of meeting with staff members individually. This will be completed prior to the next board meeting.

c. Director's Annual Review –

At 6:40pm, 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: Teresa Cervantes Second: Deb Berglund

Unanimously approved.

The Board came back from closed executive session at 7:45 pm.

Motion: Deb Berglund Second: Vicki Wright

Unanimously approved.

## Director's Annual Review (Continued)

A motion was made to increase the Library Director's annual salary by 3.5%.

Motion: Deb Berglund      Second: Teresa Cervantes

**Motion passed unanimously**

## 8. NEW BUSINESS:

- a. Serving Our Public 3.0 (Chapter 12 – Safety) – The library is currently creating an emergency manual that includes a “building safety checklist” for daily, weekly, monthly, quarterly, semi-annual, and annual safety procedures – to be completed by the January Board Meeting.
- b. Strategic Plan – Amy will be working on the Strategic Plan for the next 3 months and present the plan at a later time.
- c. Per Capita Grant Requirements (Review)–
  - i. Complete the IPLAR (Illinois Public Library Annual Report) by Sept 1st. Amy completed this on June 26th, 2019.
  - ii. Trustees must review Chapter 11-Appendices of the TRUSTEE FACTS FILE (3rd Ed.) Amy emailed the link to everyone on May 26th, 2019. Discussion followed at the June 10th board meeting.
  - iii. Trustees & staff will complete 1 free online education opportunity focusing on organizational management. - Amy was informed by the Illinois State Library (who conducts the Per Capita Grant) that we can use Director's University as the required education opportunity focusing on organizational management for 2020. She found the program invaluable and shared her knowledge with the staff and Board. It was discussed, in depth, at the August 2nd Staff Meeting and the August 12th board meeting. 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/> - Amy emailed the links to everyone on May 26th, 2019. Discussion followed at the June 10th board meeting. Staff discussed both websites at their May 31st staff meeting.
  - iv. Staff must review and report on progress made in meeting Chapter 3, “Personnel” of Serving Our Public 3.0 Staff Reviewed, and reported on the progress made in, Chapter 3 of Serving Our Public 3.0 at the August 2nd Staff Meeting.
- d. Updated Board Directory – A copy of the updated Board Directory was passed around to ensure there were no errors.
- e. Job Description (Assistant Director) – A revised Assistant Director job description was presented.  
A motion was made to accept the revised Assistant Director job description as presented.  
Motion: Joyce Sensabaugh      Second: Alex Turkmani  
**The motion to accept the revised Assistant Director job description passed unanimously.**
- f. FY20-21 Board Meeting Schedule  
A motion was made to accept the FY20-21 Board Meeting Schedule as presented.  
Motion: Teresa Cervantes      Second: Deb Berglund  
**The motion passed unanimously.**

## 9. Library Wishes

- a. Library Wishes – The library does not have any requests at this time.

10. Items to be placed on next month's agenda

- a. Serving Our Public 3.0 (Chapter 1)
- b. Review – Job Descriptions (Custodian)
- c. Budget Committee Meeting (Overview, Approval of Minutes)
- d. Proposed FY20-21 Budget (Approve)
- e. Review Closed Session Minutes
- f. Policy Review – Disaster Plan
- g. Strategic Plan
- h. Per Capita Grant
- i. Emergency Manual (with building safety checklist)
- j. Board Attendance
- k. Personnel Policy

The meeting adjourned at: 7:59 pm.

Respectfully Submitted, Crystal McCaw