

Silvis Board Meeting – Monday, January 13th 2019, 6 PM

1. Call to Order: Marigrace Alonso called the meeting to order at 6:04 pm.

2. Roll Call:

Present: Marigrace Alonso, Crystal McCaw, Deb Berglund, Vicki Wright, Dee Nelson, Beth Tepen, Alex Turkmani Joyce Sensabaugh.

Absent: Teresa Cervantes

Staff: Amy Fry

3. Public Comment: NONE

4. Consent Agenda

A motion was made to approve the Consent Agenda as presented.

Motion: Vicki Wright Second: Deb Berglund

The motion to approve the Consent Agenda passed.

5. Director's Monthly Report:

- December 2019 Circulation Statistics – Total circulation is up 17.7% from December 2018 (1717 to 2022)
- December 2019 Programming Statistics – Programming attendance is up 279.9% from December 2018 (636 to 2416)
- Library Happenings –
 - FY19 PrairieCat Return on Investment Letter – The Silvis Public Library borrowed 4089 items and loaned 4898 items through PrairieCat's Resource Sharing Network. 148 helpdesk tickets were processed for the library. Silvis Library staff participated in 14 meetings and events, hosted by PrairieCat, throughout the year. 7 staff members participated in PrairieCat training – for a total of contact 21 hours.
 - Watermain Break/Cleanup – a watermain broke on 8th Street, next to the library, on December 29th. Water reached the crawlspace directly underneath the Children's Area. Due to the limited space, Blaze restoration had to be used for the cleanup. The cleanup was completed on January 6th.
 - Painting/Flooring installation – The Programming Room was painted on January 3rd – January 4th. Flooring was installed on January 6th (Programming Room, Storage Room, Staff Breakroom, and Staff Bathroom).
 - Realgy Update – Lawyers for Realgy and the City of Silvis met last week. A decision has still not been reached. Amy will update when any additional information is known.
 - Equip for Equality Briefing – The City of Silvis Lawyer has been briefed. Amy is waiting on additional information.
 - Lowell N. Johnson Foundation – The Library was gifted with \$4000.00 by the Lowell N. Johnson Foundation to support projects and programming of the Silvis Library.
 - Secret Santa's Workshop 2019 – 15 children were allowed to pick gifts for their family members. A total of 117 presents were given out. Teens created the gifts throughout the year and then wrapped them during the event.
 - Bald Eagle Days – The Silvis Library hosted an off-site event at the Botanical Center in conjunction with Bald Eagle Days. Books on Bald Eagles were read to the children and a craft

was provide. 30 children participated. The Botanical Center hosted a "Butterfly Book Buddies" at the library in September, at no cost. This program was in exchange for that event.

7. UNFINISHED BUSINESS:

- a. Strategic Plan – Amy is still in the process of drafting a Strategic Plan. This will be worked on over the next few months. Updates will be provided at monthly meetings.
- b. Per Capita Grant – Amy completed the Silvis Per Capita Report and the Rock River Library District Per Capita on January 7th.
- c. Emergency Manual/Building Safety Checklists – Susan has begun looking into this and found several great templates. This is expected to take several months. Amy will update the Board as it progresses.

8. NEW BUSINESS:

- a. Serving Our Public 3.0 (Chapter 1 – Core Standards) – The library meets all Core Standards.
- b. By-Laws (Article IV, Duties, B) – A Library Trustee must notify the Library Director, if possible, no later than the Friday before the scheduled meeting. If a Board member is absent from 3 unexcused or 5 excused meetings within a year, the Board may recommend to the Mayor the appointment be rescinded, the position declared vacant, and a new trustee appointed.
- c. Policy Reviews =
 - i. Library Use Policy – a revised Library Use Policy was presented. A motion to accept the revised Library Use Policy was made.
Motion: Dee Nelson Second: Joyce Sensabaugh
The motion to accept the revised Library Use Policy passed unanimously.
 - ii. Internet Policy - a revised Internet Use Policy was presented. A motion to accept the revised Internet Use Policy was made.
Motion: Alex Turkmani Second: Vicki Wright
The motion to accept the revised Internet Use Policy passed unanimously.
 - iii. Disaster Plan - a revised Disaster Plan was presented. A motion to accept the revised Disaster Plan was made.
Motion: Dee Nelson Second: Beth Tepen
The motion to accept the revised Disaster Plan passed unanimously.
 - iv. Personnel Policy - a revised Personnel Policy was presented. A motion to accept the revised Personnel Policy was made.
Motion: Alex Turkmani Second: Crystal McCaw
The motion to accept the revised Personnel Policy as amended passed unanimously.
- d. Job Description (Custodian) – The current Custodian job description, without revisions, was presented. A motion was made to accept the current Custodian job description as presented.
Motion: Deb Berglund Second: Joyce Sensabaugh
The motion to accept the current Custodian job description passed unanimously.
- e. Budget Committee Minutes –
 - i. December 3rd Meeting
 - i. A motion was made to accept the December 3rd, 2019 Budget Committee Minutes as presented.
Motion: Deb Berglund Second: Alex Turkmani
The motion passed unanimously.
 - ii. January 7th Meeting
 - i. A motion was made to accept the January 7th, 2020 Budget Committee Minutes as presented.
Motion: Alex Turkmani Second: Joyce Sensabaugh
The motion passed unanimously.

f. FY20-21 Budget –

A motion was made to accept the FY20-21 Budget as presented.

Motion: Alex Turkmani Second: Beth Tepen

Marigrace opened the floor up to discussion. After discussion, Crystal McCaw called for the Roll Call vote.

Crystal McCaw – Yes

Dee Nelson – Yes

Deb Berglund – Yes

Joyce Sensabaugh – Yes

Vicki Wright – Yes

Teresa Cervantes – Absent

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 FY19-20 Budget was adopted.

9. Library Wishes

- a. Library Wishes – The library wishes to use the \$4000.00 from the Lowell N. Johnson Foundation to complete the Programming Room cabinetry. The cost of installation, cabinets, sink, and countertop came to \$4140.04. The additional \$140.04 would come from Facilities R&M. The Programmers specifically asked Amy to present this project to the Board. They felt it would be huge benefit to them during programming and allow for much needed additional storage space.

A motion was made to accept the proposed purchase of cabinets, sink, countertop, and installation for the Programming Room.

Motion: Deb Berglund Second: Crystal McCaw

The motion passed unanimously.

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

- a. Serving Our Public 3.0 (Chapter 2)
- b. Review – Job Descriptions (Young Adult Coordinator)
- c. Review Closed Session Minutes
- d. Strategic Plan
- e. Emergency Manual (with building safety checklist)
- f. Rock River Library District Contract – Discussion
- g. ILLINET & Library Certification
- h. Vacant Trustee Position

The meeting adjourned at: 7:30 pm.

Respectfully Submitted, Crystal McCaw