

Silvis Board Meeting – Monday, February 10th 2020, 6 PM

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

2. Roll Call:

Present: Crystal McCaw, Marigrace Alonso, Deb Berglund, Vikki Wright, Beth Tepen, Alex Turkmani, Dee Nelson

Absent: Joyce Sensabaugh, 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: Vicki Wright

The motion to approve the Consent Agenda passed.

5. Director's Monthly Report:

- January 2020 Circulation Statistics – Total circulation is up 39.5% from January 2019 (1817 to 2535)
- January 2020 Programming Statistics – Programming attendance is up 37.6% from January 2019 (141 to 194)
- Programming Room Cabinet Installation –
 - The program remodel has been completed. Cabinets, countertop, and sink installation was completed on February 4th. The library is currently planning an "Grand Re-Opening" celebration for April. Additional event information will be presented to the board when date/time is finalized.

6. 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. 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.
- c. Closed Session Minutes –

At 6:19 pm, it was moved to convene in closed session to review closed session minutes from February 2019, November 2019, and December 2019 as allowed in 2(a) 5 ILCS 120/2(c).

Motion: Beth Tepen Second: Deb Berglund
Unanimously approved.

The Board came back from closed executive session at 6:21 pm.

Motion: Alex Turkmani Second: Vicki Wright
Unanimously approved.

A motion was made to not release the closed session minutes and keep them on file.

Motion: Deb Berglund Second: Crystal McCaw
Unanimously approved.

7. NEW BUSINESS:

- a. Serving Our Public 3.0 (Chapter 2) – Chapter 2 covers Governance and Administration.
 - i. Strategic Plan: The library is currently working on their 2020-2023 Strategic Plan. This will be completed over the next several months.

- ii. Board Orientation Program – The Library Director suggests forming a committee of board members to create a trustee orientation checklist. This will be discussed again at the March meeting.
- iii. Trustee Continuing Education – The Library Director suggested each board member watch a different training webinar and report back to the whole board. The Director will look for these training opportunities and share them with the board members.
- iv. Disposal of Records – Under previous leadership, a large amount of paper copies of records accumulated. The job of scanning all this paperwork is too large for the limited number of staff members. The Library Director hopes to hire an outside agency in FY21-22 to complete this. In the meantime, the Library Director is scanning and saving all documentation for the required length of time.

b. ILLINET & Library Certification – Due March 31, 2020. The Library Director will have these completed prior to the deadline.

c. Rock River Library District Contract – The draft was presented for discussion. It will be placed on the agenda for approval in March.

d. Geneseo Communications – The Library Director would like to change internet and phone vendors. Geneseo Communication is running fiber optic lines directly behind the library and presented pricing to bundle phone and internet. Mediacom has gone up substantially each year – from \$135.90 per month in 2017 to \$206.90 in 2020 (an increase of 52.6%). By bundling services, the library would have additional bandwidth, a second phone line when it rings busy, and locked in rate for 60 months. Geneseo Communication has also agreed to waive the \$800 installation cost.

A motion was made to table discussion until the March Board Meeting

Motion: Alex Turkmani Second:

The motion to table until next meeting was not seconded.

A motion was made to bundle phone and internet services with Geneseo Communications

Motion: Deb Berglund Second: Dee Nelson

The motion to bundle phone and internet services with Geneseo Communications was unanimously approved.

e. Job Description (Young Adult Coordinator) - a revised Young Adult Coordinator job description was presented. A motion to accept the revised Young Adult Coordinator job description was made.

Motion: Beth Tepen Second: Crystal McCaw

The motion to accept the revised Young Adult Coordinator job description passed unanimously.

f. LED Lighting – The Library Director asked that we use money allocated for special projects to cover the costs of completing the transfer to LED lighting. We currently have \$11,600 in that budget line. She also asked that the 2 lights under the new cabinets be replaced.

A motion was made to complete the LED lighting transfer and replace 2 lights under cabinets, up to \$5,000.

Motion: Alex Turkmani Second: Deb Berglund

The motion to complete the LED lighting transfer and replace 2 lights under cabinets, up to \$5,000.00 passed unanimously.

8. Library Wishes

a. Library Wishes – The library has none currently.

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

- a. Serving Our Public 3.0 (Chapter 3)
- b. Review – Job Descriptions (Computer Technician)
- c. Strategic Plan
- d. Emergency Manual (with building safety checklist)
- e. Rock River Library District Contract – Approval
- f. ILLINET & Library Certification

- g. Winter Reading Statistics
- h. Trustee Training – Discussion
- i. Board Orientation Committee - Discussion

10. The meeting adjourned at: 7:15 pm.

Respectfully Submitted, Crystal McCaw