

1. Call to Order: Marigrace Alonso called the meeting to order at 4:33pm.
2. Roll Call:

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

Absent: Dee Nelson, Deb Berglund
Staff: Amy Fry

3. Public Comment: NONE

4. Consent Agenda

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

Motion: Alex Turkmani Second: Crystal McCaw

The motion to approve the Consent Agenda passed.

5. Director's Monthly Report:

- February 2020 Circulation Statistics – Total circulation is up 24.2% from February 2019 (2242 to 2785)
- February 2020 Programming Statistics – Programming attendance is up 57.9% from February 2019 (164 to 259)
- Winter Reading 2020 Statistics –
 - This Passive Program ran from January 1st – February 29th. Compared to 2019, we had an increase of 416.4% in registrations and a 70% increase in completions!
- Friends Monthly Report – Royal Neighbors sponsored 11 upcoming library programs and the annual Movie Licensing fee. The Friends of the Library sponsored the purchase of 2 juvenile book series (CatStronauts and Splatoon) and 1 locking bulletin board case for the vestibule.
- COVID-19 – In response to the COVID-19 epidemic, the Silvis Library will be closed from March 17th – March 31st. This decision was made based on recommendations from the Illinois Department of Public Health, Governor Pritzker, and the QC COVID-19 Coalition. As with other closings that are out of the hands of our employees (weather emergencies, power outages, plumbing issues, etc.), staff will be compensated for the hours they were scheduled to work. Only the Library Director and the Janitor will be allowed in the building during the closing. As this is a fluid situation, the closing date will be reevaluated as more information avails itself.

6. UNFINISHED BUSINESS:

- a. Strategic Plan – Amy included a rough draft of the new Strategic Plan in the Board Packet.
- b. Emergency Manual/Building Safety Checklists – Susan has completed her rough draft. The final version will be presented next month.
- c. Trustee Training – Due to low trustee attendance at tonight's meeting, this has been tabled until next month.
- d. Board Orientation Committee – Amy included a rough draft of a Board Orientation Packet and Checklist. Due to low trustee attendance, discussion regarding the forming a Board Orientation Committee will resume next month.
- e. Phone and Internet Vendors - The Library Director went back to MediaCom and Geneseo Cable to discuss their offers regarding internet and phone. Mediacom offered us a 3-year contract (10 up/ 60 down). The first year would be \$135 per month, 2nd year \$155 per month, and the 3rd year would be \$175 per month. This does *not* include phone service. We would continue with Call One for monthly phone service for an additional \$120 per month. Geneseo Cable offered us a 5-year contract (50 up/ 50 down fiber) that *includes* phone and faxing services for \$263. They also agreed

to waive the \$800 one-time installation fee. By bundling services with Geneseo Cable, the library would have a second phone line when it rings busy, 3 new phones, and save roughly \$450 over the first 3 years of the contract – with an additional savings of \$1350 over the next two years.

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

Motion: Alex Turkmani Second: Vickki Wright

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

f. Rock River Library District Contract – The final draft was presented for discussion.

A motion was made to approve the Rock River Library District Contract.

Motion: Joyce Sensabaugh Second: Teresa Cervantes

The motion to approve the Rock River Library District Contract was unanimously approved.

7. NEW BUSINESS:

a. Serving Our Public 3.0 (Chapter 3) – Chapter 2 covers Personnel. The library is current on all items in the review and checklist.

b. Job Description (Computer Technician) – a copy of the Computer Technician job description was presented. A motion to accept the Computer Technician job description was made.

Motion: Vikki Wright Second: Crystal McCaw

The motion to accept the Computer Technician job description passed unanimously.

8. Library Wishes

a. Library Wishes –

a. The library is still waiting on a quote for LED lighting. When this is completed, the library would like to have a “Grand Re-Opening” celebration of the remodeled Programming Room. This will be discussed further at the next meeting.

b. The library is asking the Friends to sponsor the purchase of 12 Wonderbooks. Amy will update the Board on their decision at the next meeting.

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

- a. Serving Our Public 3.0 (Chapter 4)
- b. Review – Job Descriptions (Library Clerk)
- c. Strategic Plan - Discussion
- d. Emergency Manual (with building safety checklist)
- e. ILLINET & Library Certification - Discussion
- f. Trustee Training – Discussion
- g. Board Orientation Committee – Discussion
- h. Policy Review – Cell Phone Policy
- i. Nomination of Officers
- j. Grand Re-Opening Event
- k. Friends Meeting Update
- l. COVID-19

10. The meeting adjourned at: 5:02 pm.

Respectfully Submitted, Crystal McCaw