

Silvis Board Meeting – Monday, April 13th 2020, 6:00 PM

1. Call to Order: Marigrace Alonso called the meeting to order at 6:02 pm.

2. Roll Call:

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

Absent: Dee Nelson, Joyce Sensabaugh

Staff: Amy Fry

3. Public Comment: NONE

4. Consent Agenda

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

Motion: Teresa Cervantes Second: Deb Berglund

The motion to approve the Consent Agenda passed.

5. Director's Monthly Report:

- March 2020 Circulation Statistics – Due to the COVID-19 virus, the library closed on March 17th.
 - In 2019, for the *entire* month of March, the library had 2068 circulations. In 2020, at the time of the closing, the library had 1568 total circulations. If the library had *not* closed, they were on track to exceed 2800 circulations.
 - The “shelter-in-place” order likely contributed to this year’s increase in e-book circulation. 379 Overdrive checkouts in 2020 vs. 255 Overdrive checkouts in 2019
 - Website Page Views were up 33.3% from last month (3,468 to 4,622). Visitors to the website were up by 29.1% from last month (2039 to 2632).
- March 2020 Programming Statistics – Due to the COVID-19 virus, the library closed on March 17th. The remainder of the month was spent adjusting to the library’s new Virtual format.
 - Over the remaining two weeks, the library posted 43 pre-recorded/share Facebook posts, including: storytimes, e-resources, museum tours, recipe swaps, yoga sessions, book reviews. Counted as PASSIVE PROGRAMMING.
 - One LIVE Facebook event occurred during the closing. LIVE events can be counted towards ACTIVE PROGRAMMING.
- Continuing Education – While working from home, the librarians have: watched 18 webinars (totaling 44.5 training hours) and 2 videos, read 7 articles/readings and 2 self-care resources, and performed reader’s advisory services (32 book reviews on the Silvis Library’s Goodreads Page).
- COVID-19 Closing
 - Virtual Programming (March-May) – As mentioned above, the library focused on sharing resources and programming content from outside sources during the month of March. This gave the staff time to coordinate original content for April and May.
 - LIVE EVENTS – These events are important because they count as ACTIVE programming stats. All original content.
 - Statistics must be gathered immediately following the program.

- Storytimes (Thursdays at 6pm), Pre-School Yoga (Saturdays at 10am), Nintendo LABO Builds (Sundays at 3:30pm), Adult Classes: Pour Painting/Knitting/Figure Drawing/Paint-A-Long/String Art (Mondays at 4:30pm), Adult Book Club (Last Monday of each month at 5pm), Teen Advisory Board Meetings on GotoMeetings (Last Tuesday of Month at 6pm), Homework Heroes on GotoMeetings (Monday @4pm), and Virtual Escape Rooms (TBD)
 - PRE-RECORDED EVENTS – Counted as PASSIVE PROGRAMMING statistics. These events are easier to create and can fill in where LIVE events aren't possible. All original content.
 - Statistics can be gathered at the end of the month.
 - Virtual BINGO, Recipe Swaps, Anime Manga Videos (Learn Japanese and Anime Trivia), Tutorial Videos (Crafternoon, S.T.E.A.M., Storytime Crafts), Tween Book Club, Coloring Contests, Virtual Escape Rooms, DIY Teen Crafts (Wind Chime and Lava Bottle), Virtual Scavenger Hunts
- Summer Reading 2020 – On April 9th, Governor Pritzker suggested canceling large events during the Summer months. While this doesn't definitively mean that the library will not be able to host Summer Reading "as usual," it does force the Director to prepare for that very real possibility. As in all years, by April, the Silvis Library has already done extensive planning and purchasing for SRP 2020. They are looking into the possibility of rescheduling performers if necessary. Supplies, decorations, and prizes would be stored until 2021. Amy will update the board as more information becomes available.
- Continuing Education – While working from home, employees are being assigned weekly Continuing Education tasks. After completing the task, staff report back to the director with title/website and a summary of what was learned. This is then added to a Google Docs "Continuing Education" document that all staff can access and utilize. Staff completed the equivalent to TWO YEARS' worth of training hours in ONE MONTH!
- Cataloging – As the COVID "Shelter-In-Place" order lengthens, the library must figure out how to complete some essential tasks, while working from home. Jason Jensen (computer technician) helped Shay VanDeWoestyne (Cataloger) install Sierra ILS on her home computer. Amy will drop off cataloging supplies to Shay next week so she can begin cataloging. Baker & Taylor has been holding items while we figured out the logistics. They will begin shipping items again on Monday. Shay will pick those items up from UPS once per week. For now, she will hang onto items. If the library closing gets lengthened, and the books begin to really pile up, Amy will pick them up from Shay. For now, we are limiting trips out.
- Staff Meetings – Since the March 17th closing, the staff have mostly communicated through Facebook Pages (created only for staff), email, text messaging, and virtual meetings. Amy created a Facebook Page for staff as a place to communicate about work – and to check in with each other. Through this page, Google Documents are shared and invites to virtual meetings are posted. There have been 7 virtual meetings since the

closing: 2 Staff meetings (weekly), 2 Programmer's Meetings (weekly), 2 Escape Group Planning Meetings, and 1 RAILS Update.

6. Friends Monthly Report – The Friends met in March – but the minutes have not been shared yet. They agreed to purchase 12 Wonderbooks for the library for \$499.00 and sponsored programming. They had to cancel their April meeting and their Annual Good Friday Bake Sale. As this is their only annual fundraiser, we hope that it can be rescheduled to a later date.

7. UNFINISHED BUSINESS:

- ILLINET & Library Certification – Amy completed the ILLINET & Library Certification for the Silvis Public Library and the Rock River Library District on March 18th, prior to the deadline of March 31st.

8. NEW BUSINESS:

- Remote Meetings: Resolution –Due to the COVID-19 outbreak, social distancing recommendations from the CDC, and Illinois Governor Pritzker's "Shelter-In-Place" order, a Resolution for Remote Meetings has been drafted.
 - Illinois Executive Order 2020-07 has suspended the rule requiring in person attendance by members of the public body of the Open Meetings Act 5 ILCS 120
 - Public bodies are encouraged to use video, audio or telephone access to public meetings to follow social distancing guidelines
 - The Resolution states that it is in the best interests of the Silvis Public Library to allow for remote board meetings
 - **Motion: Vikki Wright Second: Alex Turkmani**
After the motion was moved and seconded, Marigrace opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes
Dee Nelson – ABSENT
Deb Berglund – Yes
Joyce Sensabaugh – ABSENT
Vicki Wright – Yes
Teresa Cervantes – Yes
Beth Tepen –Yes
Alex Turkmani –Yes
Marigrace Alonso –Yes

There are 7 votes in the affirmative and 0 votes in the negative.
There is a two-thirds vote in the affirmative and the Resolution is adopted.

- Nomination of Officers – There were nominations for the positions of president, vice president and secretary. Elections will be held next month. Marigrace Alonso was nominated for the position of **President** by Teresa Cervantes. Beth Tepen was nominated for the position of **Vice President** by Deb Berglund. Crystal McCaw was nominated for the position of **Secretary** by Vikki Wright
 - Expiring Terms: Alex Turkmani's (Completing Diane's 3-year term), Beth Tepen's, Deb Berglund's, Marigrace Alonso's and Vikki Wright's terms expire May 2020.
 - Alex intends to stay for another term (3 years): Yes
 - Beth intends to stay for another term (3 years): Yes
 - Deb intends to stay for another term (3 years): Uncertain
 - Vikki intends to stay for another term (3 years): Yes
 - Marigrace intends to stay for another term (3 years): Yes

9. Library Wishes

- Library Wishes – At this time, the library has no requests.

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

- Election of Officers
- Per Capita 2021 Requirements
- COVID-19 Update

11. The meeting adjourned at: 6:26 pm.

Respectfully Submitted, Crystal McCaw