

Silvis Board Meeting – Monday, May 11th 2020, 6:00 PM

1. Call to Order: Marigrace Alonso called the meeting to order at 6:06 pm.

2. Roll Call:

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

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: Vikki Wright Second: Alex Turkmani

The motion to approve the Consent Agenda passed.

5. Director's Monthly Report:

- April 2020 Circulation Statistics – E-material checkouts are up 73% from April 2019 (from 260 to 443). The number of website visitors remained high, at 2,467.
- April 2020 Programming Statistics – Active Programming attendance has increased by 154.1%, due to the large number of Facebook LIVE events the library hosted. From 381 in April 2019 to 968 in April 2020.
- Continuing Education – The staff completed 12 webinars (15 training hours) and 1 course (54 training hours)
- Staff Meetings – The staff attended 14 meetings
- COVID-19 Closing - COVID-19 has forced the library building to close temporarily, but library services continue - developed and provided through the talents and creativity of the library's staff.
 - Online Card Applications – The library is accepting online card applications through the website. Cards are mailed to the patron's home and are active for two months. If the patron brings photo id and proof of address into the library within that time, the expiration date will be lengthened to 3 years. The library hopes that this will give more residents access to digital materials during the shelter-in-place order.
 - E-Materials – Patrons can use their library cards to checkout e-books and e-audiobooks through the library reading app, Libby. The library has expanded the purchases of e-resources to increase availability to patrons. \$250 in additional juvenile e-books and \$300 in adult/teen e-books were purchased in April.
 - 24/7 Wi-Fi Access – The library realizes that many of our economically-challenged residents do not have access to the internet during the current crisis. In a time when many are working from home, applying for unemployment, or taking online courses, internet access is a necessity. While the Governor's order is in place, access to the library's wifi will be available in the parking lot, continuously.

- Virtual Programming – The library is creating ALL-ORIGINAL virtual programming while closed. Our pre-recorded events include recipe swaps, virtual scavenger hunts, children’s craft and S.T.E.A.M. experiment tutorials, virtual escape rooms, and DIY teen project tutorials.
- COVID-19 Phased Reopening Plan – As the library commits every day to continue extending services to our community, they are also thinking carefully about what a return to their physical space must consider and include. There are elements of that environment they cannot predict, such as when governmental orders to shelter in place and to permit only “essential” services to continue will be lifted. Amy has developed a COVID-19 Library Re-opening Plan that responds to our new reality by outlining proposed stages to reopen the building and to reintroduce people to the physical space, materials, and in-house services with new health and safety protocols in place.
 - First and foremost, the health, safety, and well-being of staff members and patrons guided, and will continue to guide, the development of these phases and in large part will determine when the library facility is reopened.
 - Each phase’s details include proposed timelines; restrictions and extensions on services, hours, and places; prerequisite needs for supplies and materials; plans for continuation of remote working; and descriptions of how to determine when we would be ready to move from one phase to another.
 - There is a potential for reversion to earlier phases if new infections occur and government mandates to shelter are reinstated. The document, therefore, will continue to be developed as we learn more and is subject to change.
- PPE Supplies – Amy has been gathering PPE supplies. The process has been difficult, and some items are still in noticeably short supply. Fabric and disposable masks, gloves, gallons of sanitizer, tubs of Clorox wipes, face shields, ponchos, a no-touch thermometer, acrylic sneeze guards, tubs to quarantine returned books, social distancing floor stickers/tape and signage have been purchased. The cost has been extensive and will continue to grow. Several additional sneeze guards still need to be purchased – expected additional cost, roughly \$1000. All purchases related to the COVID-19 will be submitted to the City for possible reimbursement through Federal grants.
- Summer Reading 2020 – This year’s program has had to be completely retooled, due to social distancing concerns.
 - Virtual Logbook – to limit cross-contamination, logbooks have gone virtual. The app Reader Zone has been purchased.
 - Registration will be a “drive-up” event.
 - Originally scheduled for
 - Registration Bags will include:
 - Instructions to Reader Zone, the online reading logbook
 - Calendar of virtual programming events
 - Sponsor list
 - Reading incentives (coupons, slap bracelets, pencils, etc.)
 - A book for each child
 - A coupon for a free book for each adult / teen.

- Stem Kits and Busy Bags will be given to first 200 children
- All in-house programming has been canceled – and replaced with virtual programming.
 - Performers have been rescheduled to All Hallow’s Read, Winter Reading, and Summer Reading 2021.
 - Library staff will be creating original fb LIVE events, pre-recorded tutorials, storytimes, book clubs, and more.
 - A series of professional videos will be shown throughout June in July by Rick Eugene Magic Co.
- Prizes – Prizes purchased for trivia drawings will instead be awarded based on randomized drawings of participants that reach the “half-way” mark in their online reading log. Grand prizes will be awarded based on randomized drawings of participants that complete their online reading log.
- City of Silvis CD – Due to the COVID-19 crisis, interest rates have bottomed out. To stymie the loss of expected revenue, the City purchased \$3,000,000 in CDs. \$250k was transferred from the Library’s checking account. City Clerk, Jim Nelson has assured Amy that all library funds will still be available to the library, at any time.
- FY219-20 Budget and Expense Review –
 - Budgeted Revenue & Expenses
 - Revenue
 - The library *budgeted* \$315, 495.00 for revenue in FY19-20. This included an anticipated transfer of \$25,000 from savings for board approved improvements.
 - The library *received* \$298, 721.28 in revenue, without transferring any money from savings.
 - If you disregard the \$25,000 anticipated transfer from savings that did not happen, the library received \$8226.28 MORE than the budgeted for.
 - Expenses
 - The library *budgeted* \$320,650.00 for expenditures – including \$25,000 from Library Savings for board approved library improvements.
 - The library *spent* \$287, 723.86, without using any of the \$25,000 in Library Savings.
 - If you disregard the \$25,000 anticipated transfer from savings that was not needed, the library spent \$7,926.17 UNDER what was budgeted.
 - Actual Revenue & Expenses
 - Revenue – the library received \$298, 721.28 in revenue
 - Expenses – the library had \$287,723.86 in expense
 - Difference – the difference of \$10, 997.42 was moved to Library Savings. This is noted as “Profit Handler” on the Revenue & Expense Report.

- Young Adult Coordinator – Toni Perse’s employment with Silvis Public Library was terminated, effective April 21, 2020. Circulation Clerk, Ashley Martin, was promoted to fill the position. A decision on how to fill the remaining unfilled staff hours will be made after the library has a reopening date.

6. Friends Monthly Report – The Friends have canceled their April, May, and June meetings.

7. UNFINISHED BUSINESS:

- Election of Officers – Alex, Beth, Deb, Marigrace, Vikki and Joyce all have terms expiring this month but have agreed to stay on the board for an additional 3-year term.

President: Marigrace Alonso

Motion: Teresa Cervantes Second: Beth Tepen

Vice-President: Beth Tepen

Motion: Deb Berglund Second: Joyce Sensabaugh

Secretary: Crystal McCaw

Motion: Vikki Wright Second: Deb Berglund

8. NEW BUSINESS:

- 2021 Per Capita Grant Requirements – Due to the COVID-19 outbreak, the Illinois State Library has been closed. Amy spoke to a staff member on April 15th who said Per Capita Requirements (and Award Letters) are still being worked on. She indicated that 2021 requirements will focus on the updated Serving the Public 4.0: Standards for Illinois libraries – compiled by the ILA (Illinois Library Association).
- Serving Our Public 4.0 – Amy has ordered the revised edition that was released this year. Amy ordered the book/disc on March 18th and is awaiting its arrival. The board will begin reviewing the new edition as soon as possible.
- Cell Phone Policy Review – Amy presented the current Cell Phone Policy without any suggested revisions. A motion to accept the Cell Phone Policy as presented was made.
- Motion: Vikki Wright Second: Deb Berglund
- The motion to accept the Cell Phone Policy passed unanimously.

9. Library Wishes

- Library Wishes
 - Awning - Amy will begin looking into an awning for the outdoor programming space. The anticipated cost is between \$3,000 - \$5,000. The money was budgeted by the board but needs approval before purchase. Amy will update the board as she gathers additional details
 - Library Shelving Project – Amy will begin looking for a designer to design an adult seating area and correctly space new shelving. Amy will get a quote for library shelving. Monies for both were budgeted by the board but need approval before purchase. Amy will bring additional details to the board as she gathers them.
 - Parking Lot Repair – This approved project had to be continued due to an early Winter. It is scheduled to begin in May. Exact date TBD.

- Painting of Vestibule – This small project has already been budgeted for and will be completed prior to reopening.
- Staff Bathroom Light – the light in the staff bathroom went out the day of the library closing. Amy intends to have this repaired prior to opening.

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

- COVID-19 Reopening Update
- Summer Reading Update
- IPLAR Status
- Per Capita 2021 Requirements
- Serving Our Public 4.0
- Review – General Policy & Investment Policy
- * Covid-19 Paid Leave Rule

11. The meeting adjourned at: 6:55 pm.

Respectfully Submitted, Crystal McCaw