

Silvis Board Meeting – Monday, June 8th 2020, 6:00 PM

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

2. Roll Call:

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

Absent: Dee Nelson, Teresa Cervantes

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: Deb Berglund

The motion to approve the Consent Agenda passed.

5. Director's Monthly Report:

- May 2020 Circulation Statistics – E-material checkouts are up 85% from May 2019 (from 256 to 474). The number of website visitors remained high, at 2,299.
- May 2020 Programming Statistics – Active Programming attendance has increased by 58%, due to the large number of Facebook LIVE events the library hosted. From 1282 in May 2019 to 2026 in May 2020.
- 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. Phase 1 of the *Library's COVID-19 Phased Reopening Plan* began June 1st. This phase allows for a limited number of staff to be in the building, preparing for the space for the upcoming Phases. Phase 1 also included the reopening of the outdoor bookdrop. Phase 2 will begin on June 15th. This Phase includes Curbside Pickup. Dates for Phases 3-5 have yet to be determined.
 - Summer Reading Registration 2020
 - Registration will be a "drive-up" event.
 - Scheduled for June 13th 9a-12p & 2p-5p
 - 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
 - Curbside Service
 - Promoted in the City of Silvis Newsletter
 - Begins June 15th
 - Mondays, Wednesdays, Fridays 10a-12p & 2p-4p
 - Depending on interest, dates times may be added

- Children’s Coordinator – Amy is looking into the cost differential between hiring another circulation clerk and making the Children’s Coordinator position full-time. Amy believes that, if financially feasible, making the Children’s Librarian full-time would greatly increase the library’s chances of finding and retaining quality candidates. Both options will be presented at the July meeting.
- Parking Lot Update – Public Works Administrator, Jim Grafton, has assured Amy that the parking lot will be completed prior to the Drive Thru Summer Reading Registration event on June 13th.

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

7. UNFINISHED 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). Amy received the Rock River Award Letter, via email, on June 5th. She has yet to receive the Silvis Letter. 2021 Requirements have yet to be released, either.
- 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. Amy reached out to RAILS on May 14th and was told that shipping is on hold until delivery begins again – most likely August. The board will begin reviewing the new edition as soon as possible.
- COVID Sick Pay Policy – At the May meeting, the board tasked Amy with preparing a *COVID-19 Emergency Sick Pay Policy*. The policy includes *up to* 2 weeks of sick pay, specifically related to COVID-19. Full wages would be paid to employees who have *personally* been asked to self-quarantine, are exhibiting COVID symptoms, or seeking a diagnosis. Two-thirds of their full wages will be paid to employees caring for someone with COVID or caring for children whose school or daycare has been closed due to COVID reason. Unused sick pay would NOT be paid out or rollover.

Motion: Beth Tepen 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 – Yes
- Vikki Wright – Yes
- Teresa Cervantes – Absent
- 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 *COVID-19 Emergency Sick Pay Policy* is adopted.

8. NEW BUSINESS:

- General Policy Review – Amy presented the General Policy from 2014. This Policy is extremely outdated. Amy needs additional time to update the policy and will present an updated version at the July meeting.
- Investment of Public Funds Policy – Amy presented the Current Investment of Public Funds Policy without any requested revisions.
A motion to accept the current Investment of Public Funds Policy, without revisions, was made.
Motion: Crystal McCaw Second: Vikki Wright
Unanimously approved.
- IPLAR Status – The annual IPLAR (Illinois Public Library Annual Report) is due on July 1st. Amy has started the report and will have it completed prior to the deadline.
- Non-Resident Card Program - Every year, the board must decide on the status of a non-resident card program. It must be voted on at a meeting & then Amy informs the State Library of our decision prior to the June 30th deadline. The library does not have any unserved areas adjacent to the library taxing area,
A motion was made to *not* participate in the “Non-Resident Fee Program”
Motion: Joyce Sensabaugh Second: Deb Berglund
Unanimously approved.

9. Library Wishes

- Library Wishes
 - Amy is still working on the list of wishes from June and did not request anything additional.

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 & Reference Policy
- Full Time Position

11. The meeting adjourned at: 7:05 pm.

Respectfully Submitted, Crystal McCaw