

Silvis Board Meeting – Monday, July 13th 2020, 6:00 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, Teresa Cervantes,
Absent: Dee Nelson, Joyce Sensabaugh
Staff: Amy Fry

3. Public Comment: NONE

4. Consent Agenda

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

Motion: Vikki Wright Second: Deb Berglund

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
Vikki 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 *Consent Agenda* is adopted.

5. Director's Monthly Report:

- a. June 2020 Circulation Statistics – E-material checkouts are up 69% from June 2019 (from 280 to 473). The number of website visitors remained high, at 2,455.
- b. June 2020 Programming Statistics – Active Programming attendance has increased by 139%. From 971 in June 2019 to 2329 in June 2020.
- c. COVID-19 Closing – Update
 - Limited Opening – The library building reopened for limited services on July 1ST, 2020.
 - Curbside Service – Curbside service is still available for patrons who do not want to come into the building.
 - Sumup App – We should be accepting credit or debit cards by the end of July.
 - Quarantine Requirement – Per PrairieCat/RAILS, all items must be quarantined for 3 days.
 - Shelf Browsing – due to the 3-day quarantine requirement, and spiking cases of COVID-19 in Rock Island and Scott County, we will not be allowing shelf browsing at this time. We will revisit this when items no longer need to be quarantined.
 - Water Fountain/Bathroom use – water fountain has been shut off and bathrooms are locked. If a patron uses a restroom, surfaces must be disinfected afterward.
- d. Parking Lot Update – Amy last spoke with Jim Grafton on July 7th. At that time, he said that he has reached out to the company several times, but still does not have a date that this will begin.
- e. LED Lighting – the LED lighting installation, that was approved by the board in FY19-20, will begin next week.

- f. Internet/Phone Vendor – Our new internet and phone vendor is now Hughes Telephone/Geneseo Communications.
 - g. Fire Alarm Vendor – the new fiber phone lines caused an unexpected issue with our fire alarm system. The part has been ordered but will cost roughly \$300. It should be installed next week.
 - h. Printer Vendor – we have paid off RK Dixon/Wells Fargo and are awaiting return instruction for their printer. The new printer (through *Advanced Business Solutions*) is working great!
 - i. Weeding/Collection Development – in preparation for the new shelves, the staff have begun to weed the library collection. As this is done, we are replacing outdated materials, items in poor condition, and incomplete series.
 - j. Rotating/Disassembling shelves – As collections are weeded, they are being rotated down. This begins the process of preparing the shelves for disassembly.
 - k. Collection Storage – the library’s items must all be boxed up prior to the arrival of the new shelving. This will begin at the end of July. We will begin with the collections that circulate the least and end with the new materials and highest circulating collections.
 - l. Circulation Clerk & Young Adult Coordinator position – both positions are currently vacant.
6. Friends Monthly Report – The Friends have canceled their July meeting. However, they sponsored a portion of our Summer Reading kickoff and purchased 12 “Wonderbooks” for the library collection (cost \$500).
7. UNFINISHED BUSINESS:
- a. 2021 Per Capita Grant Requirements – The Illinois State Library has indicated that requirements will be announced within the next month. 2021 requirements will focus on the updated Serving the Public 4.0: Standards for Illinois libraries – compiled by the ILA (Illinois Library Association).
 - b. Serving Our Public 4.0 – Amy has sent everyone a copy of Serving Our Public 4.0.
 - c. General Policy discussion – due to the staff shortage, Amy will need an additional month to update this. It will be on the agenda in August.
 - d. IPLAR discussion – Amy completed the Silvis IPLAR prior to the July 1st deadline.

8. NEW BUSINESS:

- a. Reference Policy Review – Amy presented the Reference Policy with any updates. A motion was made to accept the policy as is.

Motion: Deb Berglund Second: Teresa Cervantes

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
 Vikki 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 *Reference Policy* is adopted.

- b. Full-time (Hourly) Library Positions – The library would like to make the Assistant Director a full-time position. They would also like to combine the (part-time) Young Adult and Children’s Programmers positions into 1 (full-time) Youth Services Coordinator Position.
 - Insurance Options – Amy presented 2 options for insurance coverage. A motion was made to cover 25% of insurance costs for hourly full-time positions.

Motion: Beth Tepen Second: Deb Berglund
 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
Vikki 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 *insurance rate for full-time, hourly employees* is adopted.

- Youth Services Coordinator – Amy requested that a new position, Youth Services Coordinator, be created by combining the part-time Teen & Children positions. A motion was made to create a new Youth Services Coordinator position.

Motion: Vikki Wright Second: Beth Tepen

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
Vikki 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 to create the *Youth Services Coordinator position*.

- Assistant Library Director – Amy would like to make the Assistant Library Director position full-time. A motion was made to make the Assistant Director position full-time.

Motion: Deb Berglund Second: Teresa Cervantes

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
Vikki 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 to make the *Assistant Director position full-time*.

- Library Wishes
 - Amy submitted the final quote to replace all the library's shelving. The shelving is the first phase of a board-approved, budgeted remodeling project. It includes LED lighting, an outdoor awning, shelving (including removal and installation), furniture, additional electrical outlets, limited replacement of carpet (areas under original shelves), and possibly paint. The quote for shelving came to \$49,763. This includes \$9,661 for shipping and installation. A quote for removal of shelving was presented for an additional \$1,800. A motion was made to purchase the library shelving, including removal and installation, for the quoted price of \$51,563.

Motion: Vikki Wright Second: Teresa Cervantes

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
Vikki 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 to make the *purchase the library shelving*.

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

- COVID-19 Reopening Update
- Summer Reading Update
- Per Capita 2021 Requirements
- Serving Our Public 4.0
- Review – General Policy & Internet Policy
- Annual FOIA and OMA Requirements (Director)
- Parking Lot Repair
- DRAFT-Levy Letter
- Remodel Update

11. The meeting adjourned at: 7:01 pm.

Respectfully Submitted, Crystal McCaw