

Silvis Board Meeting – Monday, September 14th 2020, 6:00 PM

1. Call to Order: Marigrace Alonso called the meeting to order at 6:02 pm.
2. Roll Call:
Present: Marigrace Alonso, Crystal McCaw, Deb Berglund, Beth Tepen, Dee Nelson
Absent: Teresa Cervantes, Joyce Sensabaugh, Vikki Wright, Alex Turkmani
Staff: Susan Sebill
3. Public Comment: NONE
4. Consent Agenda
 - a. A motion was made to approve the Consent Agenda as presented.
Motion: Beth Tepen Second: Crystal McCaw
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 – Yes
Deb Berglund –Yes
Joyce Sensabaugh – Absent
Vikki Wright – Absent
Teresa Cervantes – Absent

Beth Tepen – Yes
Alex Turkmani –Absent
Marigrace Alonso – Yes

There are 5 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. August 2020 Circulation Statistics – E-material checkouts are up 95.5% from August 2019 (from 220 to 403). The number of website visitors was up 67.6% from last month (1424 to 2386).
 - b. August 2020 Programming Statistics – We did very little programming last month - so that the staff could spend their time boxing up materials for the new shelving's arrival.
 - c. COVID-19 Closing – Update
 - Quarantine Requirement – Due to the latest results of the REALM Study, RAILS has required that items are all quarantined for 7 days.
 - d. Annual FOIA & OMA Training – The Director's annual FOIA & OMA have been completed.
 - e. Parking Lot Update – The portion of the parking lot directly behind the library (programming space, book drop drive-thru, and staff parking) will be completed by the end of this month. Our total cost for the parking lot remodel comes to \$15,033.50. \$15,000 has already been approved by resolution to come from library savings. The other \$33.50 will come from our working budget. Tri-City has agreed to fix the broken concrete at our front entryway at no cost. The remaining portion of the parking lot (far back, beyond the alleyway) will be re-examined during the FY21-22 year. The City will be working with the lot that it is attached to it at that time.
 - f. Circulation Clerk position – Bailey Hager has been hired to fill the Circulation Clerk position. Ms. Hager also works for the Colona Public Library and will be a terrific addition to the team.
 - g. Illinois State Library Grants – There are 3 new grant opportunities. Amy is applying for all three. Deadline is September 30th.
 - **Personal Protective Equipment (PPE) for Illinois Public Libraries** offering provides Coronavirus Aid, Relief and Economic Security (CARES) Act funds to support the role of public libraries in their efforts to prevent, prepare for and respond to the coronavirus (COVID-19)

pandemic. Public library agencies may apply for up to \$500 per eligible public library building to address the proper handling of library materials and to purchase PPE to ensure the safety of staff and patrons.

- **The Digital Network Access for Illinois Libraries** offering provides up to \$10,000 per agency in Coronavirus Aid, Relief and Economic Security (CARES) Act funds to improve the capacity of public and school libraries and community colleges, especially in areas of high need, to provide reliable internet and therefore extend the library's digital network access.
 - **Back to Books grants** provide public and school libraries the opportunity to apply for up to \$4,900 per agency to purchase books in any format for the library's collection as justified by an activity or service to support reading, learning or using the new books.
- h. Library Remodel – All shelving was removed last week. Wall Repair and painting will be completed this week. Carpet will be installed the following week. The Parking Lot is scheduled to be completed and the Shelves are due to arrive between September 28th and October 6th. After the shelving is installed, the library will be closed for approximately one-week. Staff will use this time to get the collections back on the shelves.
6. Friends Monthly Report – The Friends meet virtually this month. They sponsored 4 virtual storytimes.
7. UNFINISHED BUSINESS:

- a. 2021 Per Capita Grant Requirements – The Illinois State Library has still not listed their requirements yet. 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 sent this to all Board Members prior to the July meeting. All trustees finished reading the document prior to the September meeting. The following discussion ensued: Due to the absence of the Library Director, the board will discuss these topics at next month's board meeting.
- c. Levy Letter
A motion was made to approve the Levy Letter as presented.
Motion: Deb Berglund Second: Dee Nelson
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 – Yes
Deb Berglund – Yes
Joyce Sensabaugh – Absent
Vikki Wright – Absent
Teresa Cervantes – Absent

Beth Tepen – Yes
Alex Turkmani – Absent
Marigrace Alonso – Yes

There are 5 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Levy Letter* is adopted.

- d. Vacation Rollovers – Our Personnel Policy does not allow vacations to be paid out. Currently, the only option is to allow staff to rollover their vacation time to the following year. Amy stated that we can always update the Personnel Policy if we want to allow them to be paid out for vacation this year. The following discussion ensued:
Due to Covid-19, a motion was made to pay out library employees vacation days for the year 2020.
Motion: Dee Nelson Second Beth Tepen

8. NEW BUSINESS:

- a. Gift Ban Policy – Amy presented the Gift Ban Policy without any proposed changes.
- b. 2020 FSLA Status – The earning threshold necessary to exempt executive, administrative, and professional employees from FSLA minimum wage and overtime pay. The amount went from \$23,660 annually to \$35,568. We are compliant with the new threshold.

9. Library Wishes

- Library Wishes

- Amy submitted quotes for furniture, artwork, signage, electrical work, and a Google 360 Virtual Tour.

A motion was made to purchase the above mentioned items for up to \$7,500.00

Motion: Beth Tepen Second: Crystal McCaw

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 – Yes
Deb Berglund – Yes
Joyce Sensabaugh – Absent
Vikki Wright – Absent
Teresa Cervantes – Absent

Beth Tepen – Yes
Alex Turkmani – Absent
Marigrace Alonso – Yes

There are 5 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative to make the *purchase of furniture, artwork, signage, electrical work, and a Google 360 Virtual Tour*

- Sonic Wall – Jason (tech support) would like to switch to a much more user-friendly software. The new software would also include an additional wifi access point – which is needed for the Programming Room. The maintenance costs associated with the new product will be very similar to Sonic Wall – Jason is still gathering final price points. This will be presented at the October meeting.

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

- COVID-19 Reopening Update
- Per Capita 2021 Requirements
- Serving Our Public 4.0
- Review – Job Descriptions
- Sonic Wall
- Remodel Update

11. The meeting adjourned at: 6:39 pm.

Respectfully Submitted, Crystal McCaw