

Silvis Board Meeting – Monday, November 9th, 2020, 6:00 PM

1. Call to Order: Marigrace Alonso called the meeting to order at 6:59 pm.
2. Roll Call: Marigrace Alonso, Crystal McCaw, Deb Berglund, Alex Turkmani, Teresa Cervantes, Vikki Wright, Beth Tepen, Joyce Sensabaugh
Present:
Absent: Dee Nelson
Staff: Amy Fry

3. Public Comment: NONE

4. Consent Agenda

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

Motion: Beth Tepen 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 – Yes
Vikki Wright – Yes
Teresa Cervantes – Yes

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

There are 8 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. October 2020 Circulation Statistics – E-material checkouts are up 71.1% from October 2019 (from 211 to 361). The number of website visitors was nearly identical to October 2019 (2467 to 2476).
- b. COVID-19 Closing – The Governor has re-implemented restrictions due to rising COVID positivity rates in our area. The library decided to also step back to our previous restrictions – Curbside only (Mon-Thurs 10am-6pm, Fri & Sat 10am-3pm). We will reevaluate our restrictions as positivity rates change.
- c. Library Remodel – The remodel is complete. The library staff will post images, videos, and the 360 tour on Facebook and the library website as soon as they are available.
- d. Winter Reading 20-21 – This year's Winter Reading will be virtual – running December 1st through February 28th.
- e. Circulation Clerk Position – The library's new circulation clerk has found full-time employment. For the time being, Amy will keep her on as a substitute position.

6. Friends Monthly Report – The Friends meet virtually last month. They sponsored the monthly fee for “ReaderZone.” This is the app that the library will be using for Winter Reading. They also purchased 5 new book trucks and a S.T.E.M. cart for the library.

7. UNFINISHED BUSINESS:

a. Serving Our Public 4.0 – The library board and the director (individually) read Serving the Public 4.0 prior to the October board meeting. This evening, the board reviewed all the checklists.

8. NEW BUSINESS:

a. Job Descriptions – Amy will be presenting Job Descriptions, for review, over the next few months. Tonight, she presented the Circulation Clerk position. This position was updated in 2019 and does not need further changes at this time.

b. Staff Evaluations – Staff have been given their self-evaluation forms. Amy will sit down with each employee, prior to the December board meeting, to discuss their Annual Review.

c. Director’s Annual Review - Evaluation forms were given to all board members in the Board Packet. The Director’s Review will be discussed at the December board meeting.

d. Rock River Library District (Annual Networking Meeting) – Due to COVID-19, the RRLD has decided to skip this year’s annual networking meeting.

e. Budget Committee –

- The budget committee will include the following board members:

Marigrace Alonso, Vikki Wright, Alex Turkmani

- The Budget Committee meeting will be held on December 7 at 6:00 pm.

f. Staff Year-End Bonus Matrix -

A motion was made to approve the Staff Year-End Bonus Matrix as presented. Due to Covid-19 the board also approved an extra \$25.00 bonus for each staff library staff member.

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 – Yes
Vikki Wright – Yes
Teresa Cervantes –Yes

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

There are 8 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Staff Year-End Bonus Matrix* was adopted.

9. Library Wishes

- Library Wishes

- Sonic Wall – Jason (tech support) would like to switch to a much more user-friendly software. The new software would also include an additional Wi-Fi 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 again at the December meeting.

- End Caps – The shelving is missing 2 endcaps that got missed during the original quote. Amy would like permission to purchase the remaining endcaps. Total, with shipping, the total is \$947. Amy will talk to the company to see if they could bring the caps directly to the library to avoid the extra shipping cost.

A motion was made to approve the purchase of the remaining end caps.

Motion: Alex Turkmani Second: Joyce Sensabaugh

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

There are 8 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *purchase of end caps* was approved.

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

- COVID-19 Reopening Update
- Serving Our Public 4.0
- Review – Job Descriptions
- Sonic Wall
- Winter Reading Discussion
- Review – Job Descriptions (Assistant Director)
- Budget Committee Meeting Overview
- Schedule Follow-up Budget Meeting
- Strategic Plan
- Schedule Next Year's Board Meetings
- Per Capita Grant Application
- Updated Board Directory
- Director's Review

11. The meeting adjourned at 6:50 pm.

Respectfully Submitted, Crystal McCaw