



# Silvis Public Library Board of Trustees

Regular Board Meeting

Monday, April 8<sup>th</sup>, 2024, 6:00 pm

806 1<sup>st</sup> Avenue, Silvis, IL 61282

1. Call to Order: Meaghan Terry called the meeting to order at 6:07pm.

2. Roll Call:

In-Person Attendance:

Trustees: Bruce Boyd, Gloria Douglas, Ivy Pittman-Outen, Bev Reese, Beth Tepen, Alex Turkmani, Amanda VanOpdorp, Amanda Watson, Meaghan Terry

Staff: Amy Fry

Absent: NONE

3. Public Comment: NONE

4. Vote to Establish Consent Agenda:

Meaghan Terry asked Alex Turkmani to read the Consent Agenda dated Monday, April 8<sup>th</sup>, 2024. Alex read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, April 8<sup>th</sup>, 2024.

**Motion: Ivy Second: Bev**

Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Bruce Boyd – Yes

Gloria Douglas – Yes

Ivy Pittman-Outen – Yes

Bev Reese - Yes

Beth Tepen – Yes

Alex Turkmani – Yes

Amanda VanOpdorp – Yes

Amanda Watson - Yes

Meaghan Terry – Yes

**There were 9 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the Consent Agenda dated April 8th, 2024, was established.**

5. Vote to Approve Items on the Consent Agenda:

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

**Motion: Bruce Second: Beth**

Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Bruce Boyd – Yes

Gloria Douglas – Yes

Ivy Pittman-Outen – Yes

Bev Reese - Yes

Beth Tepen – Yes

Alex Turkmani – Yes

Amanda VanOpdorp – Yes

Amanda Watson - Yes

Meaghan Terry – Yes

**There were 9 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the Consent Agenda dated April 8th, 2024, was approved.**

6. Approve Items Removed from the Consent Agenda: No items were removed from the Consent Agenda.

7. Director's Monthly Report:

a. Annual Reports

i. ILLINET: The Interlibrary Loan report was completed prior to the March 31<sup>st</sup> deadline.

ii. Library Certification: The Interlibrary Loan report was completed prior to the March 31<sup>st</sup> deadline.

iii. IPLAR: For municipal libraries, including the Silvis Public Library, the deadline to complete the Illinois Public Library Annual Report is 60 days after the expiration of the fiscal year [75 ILCS 5/4-10]. For "public

library districts," including the Rock River Library District, the deadline is on or before September 1 of each year.

b. March 2024 Statistics:

- i. March 2024 Registration Statistics
  1. New Patrons decreased by 26.3% from March 2023 (38/28).
  2. Renewals decreased 36.4% (33/21).
- ii. March 2024 Circulation Statistics
  1. Physical materials – checkouts decreased 15.9% from March 2023 (2124 to 1787).
  2. E-material – checkouts were up 36.9% from March 2023 (509 to 697).
- iii. March 2024 Programming Statistics
  1. Active Stats (In-Person/Virtual) – Attendance was up 110.1% from March 2023 (168 to 353).
  2. Passive Stats (Self-Guided/Virtual) – Participation increased 1.1% from March 2023 (182 to 184).

c. Building Maintenance/Projects

- i. Shed
  1. Ramp: Alex will install in April.
  2. Damage: The Public Works Department damaged the shed, but has agreed to repair it in the spring. Amy reached out to the makers of the shed and found out the type of materials and paint that would need to be purchased. Amy spoke to Joe Rockwell. This will be repaired by the beginning of May.
- ii. LED Signs: The LED sign software has been updated. They are working correctly.
- iii. Website: This is on hold temporarily.
- iv. Strategic Planning: Amy is working on the evaluation forms. She hopes to have them completed by June.

d. Public Relations

- i. QC Live Monthly television spot: Beginning in February, the library is appearing on a monthly segment of QC Live. Shaniece, Katelynn, and Minda will discuss upcoming Centennial events. The next segment will air live on May 1<sup>st</sup>.
- ii. Hispanic Heritage Gala: Amy attended the Hispanic Heritage Gala as member of the City of Silvis on April 5<sup>th</sup>.
- iii. City of Silvis Budget Meeting: As a courtesy, Amy attended the Budget Committee meeting this evening at 5pm.

e. Centennial Celebration

- i. Fundraising
  1. Organization Sponsorships – The Phipps Family and Modern Woodman of America are both interested in Donating to the Centennial Celebration. Amy is meeting with them this week.
  2. Back to School Supply Drive: A Wishlist has been created on Amazon. 6 cardboard donation boxes were purchased to collect in-person donations. These are located at the library, city hall, police department, fire station, and local businesses. The drive will run from March 1st – July 31st. Please spread the word if you can.
- ii. Events
  1. Nature Walk Ribbon Cutting [April 27th @ 1pm]: Public Works has been given the instructions and will purchase the concrete to do the installation (the library will reimburse them). The library is advertising this on Facebook. Amy asked the trustees to promote this project to their friends and family. She also asked that all trustees attend the ribbon cutting event.
  2. Touch a Truck: Saturday, May 25<sup>th</sup> from 11am-3pm. The first hour will be sensory-friendly. The library is partnering with the City of Silvis for this event. It will be held behind Frank's Pizza.
  3. Silvis Summer Festival: We will be collaborating with Silvis Main Street to combine our Back to School Fest with their Fall Fest, to become the Silvis Summer Fest. The event will be held on August 3<sup>rd</sup>. Amy is going to see if a local organization, such as the Kiwanis, will provide volunteers for this event.

4. Hispanic Heritage Fest: Saturday, September 14<sup>th</sup>. Event will be held on Hero Street, with parking on 1<sup>st</sup> Avenue North (alley behind Weber's Automotive). The Diets Soliz Band and the Quad Cities Ballet Folklorico have both been booked. Vendors are being contacted now. This is the largest Centennial event and Amy has asked all Silvis Library and Rock River Library trustees to volunteer. All library staff will also work the event.
  5. Winter Fest: The Carriage ride, Snow Sisters, and ice sculptor have been booked.
  - iii. Silvis Library Centennial Proclamation: Amy has asked the Mayor to proclaim June 24, 2024, the Silvis Public Library Centennial Day. This will coincide with the library's birthday celebration and the book launch. This will be done and the June 18<sup>th</sup> City Council Meeting. Amy has asked all trustees to attend, if possible.
  - iv. Illinois State Historical Society Centennial Award: Shaniece has submitted the application. New honorees will be welcomed with a "guests only" luncheon, planned for Fall. Photographs and press releases of all award winners will be sent to community and statewide media outlets. Recognition will also be found on the ISHS website.
  - v. History Book: Amy discussed the History Book progress. She hopes the final draft will be ready for publishing by the middle of May.
- f. Library Personnel
- i. Quarterly Staff Development Day: The next Staff Development Day will be held on May 1<sup>st</sup>. Summer Reading 2024 will be discussed.
  - ii. Staff Illness & Injury: Amy discussed staffing issues due to staff illness and injury.
  - iii. Custodian Position: The search for a custodian will begin again this month. Amy is completing the custodian tasks until they are hired.
  - iv. Meetings: Library staff participated in 9 meetings throughout March 2024.
8. Friends of the Library/Royal Neighbors: The Friends meet in March. The Good Friday Bake Sale planning was discussed. The Bake Sale was held on Friday, March 29<sup>th</sup>, at the library.
9. Unfinished Business for Discussion and Possible Action:
- a. Decennial Committee – Amy has reached out to the Township officials of Illinois for additional support. This will be discussed in more detail next month.
  - b. Nomination of Officers: There were nominations for the positions of president, vice president and secretary. Elections will be held next month.
    - i. Meaghan Terry was nominated for the position of President by Amanda V.
    - ii. Amanda VanOpdorp was nominated for the position of Vice President by Meaghan T.
    - iii. Amanda Watson was nominated for the position of Secretary by Bev R.
10. New Business for Discussion and Possible Action:
- a. Serving the Public 4.0 (Chapter 5: Building Infrastructure and Maintenance): Chapters 5 of Serving the Public 4.0 was discussed. The library meets all standards.
  - b. Trustee Facts File (Chapter 7 – Planning): Chapter 7 was discussed. It covers Strategic Planning.
  - c. Policy Review (Cell Phone) – The cell phone policy was discussed. No changes were suggested.
  - d. Job Description Review (Communications Manager) – Amy presented the Communications Manager job description without any suggested changes. The board did not find any changes necessary.
  - e. Expiring Trustee Terms: Bruce Boyd, Ivy Pittman-Outen, and and Bev Reese all have expiring terms in 2024. They all intended to stay on for another term. Amy will inform the Mayor. She will also send the OMA certification link to the three trustees.
  - f. FOIA and OMA Training: The Library Director is required to complete both trainings annually. Any new board members, or those renewing their terms, are required to complete the OMA training. This is done at the beginning of each new term for trustees.

g. Nomination of Officers: This was mistakenly on the agenda twice. It was discussed during "Unfinished Business."

12. Library Wishes: The library does not have any wishes currently.

13. Items to be placed on next month's agenda:

- Serving Our Public 4.0 (Chapter 6)
- Per Capita 2024 Requirements
- IPLAR
- Trustee Facts File (Chapter 8)
- Policy Review (General Policy)
- Job Description (Circulation Clerk)
- Building Maintenance/Projects
  - Discuss Exterior repairs
  - Discuss strategic planning
  - Update on Website
  - History Book
- Trustee Continuing Education (Gloria Douglas)
- Decennial Committee Meeting UPDATE
- Centennial Update
- Friends/RN Meeting Update
- Election of Officers
- OMA/FOIA certification

Items to be discussed at future meetings

- Facility Systems list (with maintenance operations)
- Building Maintenance/Repair Checklist
- Capital Asset Plan

**14. Adjournment - The meeting adjourned at: 6:51 pm.**

Respectfully Submitted, Alex Turkmani

