



# Silvis Public Library Board of Trustees

Monday, October 7<sup>th</sup>, 2024, 6:00 pm

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

The next meeting will be Monday, November 11<sup>th</sup>, 2024, at 6:00 pm.

1. Call to Order
2. Roll Call
3. Public Comment
4. Vote to Establish Consent Agenda

**ESTABLISH A CONSENT AGENDA BY OMNIBUS VOTE:**

*(All items under the Consent Agenda are considered routine in nature and will be enacted by a single motion and subsequent roll call vote. There will be no separate discussion of these items unless a Trustee so requests; in which event the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda)*

- A. Approval of Minutes
- B. Report of Bills to be Paid
- C. Treasurer's Budget Report

5. Vote to Approve Items on the Consent Agenda
6. Approve Any Items Removed from Consent Agenda
7. Director's Monthly Report
  - a. September 2024 Statistics
  - b. Building Maintenance/Projects
  - c. Library Personnel
    - Professional Development
    - Annual Reviews
    - Vacation Rollover
  - d. Annual Reports
    - FY23-24 Revenue & Expense Report
    - ILLINET
    - Annual Library Certification
    - 2024 Per Capita Grant
  - e. Centennial Celebration
  - f. Combined Silvis/RRLD Annual Meeting Update
  - g. Trustee/Staff Contact Sheet
8. Trustee Continuing Education Report: Amanda Watson
9. Friends of the Library/Royal Neighbors
10. Unfinished Business for Discussion and Possible Action:
  - a. Sexual Harassment Training
  - b. 2024 Per Capita Grant Trustee Requirements
11. New Business for Discussion and Possible Action:
  - a. Serving the Public 4.0 (Chapter 11: Youth/Young Adult Services)
  - b. Trustee Facts File (Chapter 13: Public Relations)
  - c. Discuss Bed Bug Policy
  - d. Discuss Smoking/Vaping Policy
  - e. Discuss Technical Services Clerk Job Description
  - f. Discuss End of the Year Bonus Matrix
  - g. Discuss Director's Review
12. Library Wishes
13. Items to be Placed on Next Month's Agenda
14. Adjournment



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### \* How to convene a Closed Session:

Specific steps must be taken so that convening a Closed Meeting is legally accomplished as outlined in 5ILCS 120/2(a) sets down two conditions for holding a Closed Meeting. The first step is substantive: the meeting must fall into one of the exceptions listed in Section 2(c). These exceptions must be "strictly construed against Closed Meetings" 5 ILCS 120/1 (2). The second step is procedural: the public body must close the meetings "in accordance with Section 2(a)" 5 ILCS 120/2 (a) requires the public body to a roll call vote on whether to close the meeting to the public (the meeting need not be closed, even if it falls into one of the exceptions in Section 2(c). 5 ILCS 120/2(a). Following is a list of exceptions:

- 1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or legal counsel for the public body to determine its validity; However a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this act.
- 2) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees;
- 3) the selection of a person to fill a public office, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance; or the discipline, performance or removal of the occupant of the public office, when the public body is given the power to remove the occupant under law or ordinance.
- 4) consider evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-judicative body (which means an administrative body charged by law or ordinance with the responsibility to conduct hearings, receive evidence or testimony and make determinations based thereon, but does not include local electoral boards when such bodies are considering petition challenges), provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning;
- 5) purchase or lease of real property for the use of the public body is being considered, including meetings held for the purpose of discussing whether a particular parcel should be acquired;
- 6) the setting of the price for sale or lease of real estate owned by the public body is being considered;
- 7) consider the sale or purchase of securities, investments or investment contracts;
- 8) consider security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public or public property;
- 9) Student disciplinary cases
- 10) The placement of individual students in special education programs and other matters relating to individual students.
- 11) litigations "when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting";
- 12) reserves or settle claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or to review or discuss claims, loss or risk management information, records, data, advice, or communications from or with respect to any insurer of the local public entity or any intergovernmental risk management association or self-insurance pool of which the local government is a member;
- 13) The conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by law or ordinance prescribing fair housing practices and creating a commission or administrative agency for their enforcement;
- 14) consider informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities;
- 15) consider professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence;
- 16) self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member
- 21) discussion of minutes of meetings lawfully closed under the Act either for purposes of approval by the body of the minutes or semi-annual review of the minutes as required by the Act;
- 23) discuss the operation by a municipality of a municipal utility or the operation of a municipal power agency or a municipal natural gas agency when the discussion involves (i) contracts relating to the purchase, sale or deliver of electricity or natural gas or (ii) the results or conclusions of load forecast studies