

Silvis Board Meeting – Monday, January 11th, 2021, 6:00 PM

1. Call to Order: Marigrace called the meeting to order at 6:03pm.
2. Roll Call:
Present: Marigrace Alonso, Crystal McCaw, Beth Tepen, Joyce Sensabaugh, Teresa Cervantes, Deb Berglund, Vikki Wright
Absent: Dee Nelson, Alex Turkmani
Staff: Amy Fry-Gordon, Susan Sebille

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 – Absent
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. December 2020 Circulation Statistics – E-material checkouts are up 68.1% from December 2019 (from 304 to 446). The number of website visitors was up by 88.2% from December 2019 (1933 to 2191).
- b. December 2020 Programming Statistics. – This year's December active programming stats are way down, because the annual city-wide "Christmas in Silvis" event was not held (from 2416 to 168). Passive programming participation was up by 24.8% from the previous year (204 to 842).
- c. COVID-19 Restrictions (Update) – In November, the Governor 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.
- d. Library Remodel – The 360 tour was posted on Facebook and the library website. Additional PR was sent to local papers, magazines, and websites. Amy has been asked by the ILA to submit an article for the March 2021 issue of the ILA Reporter.
- e. Winter Reading Program – This year's virtual program runs through the end of February. So far, the library has had over 60 patrons sign up.

f. Grant and Donations

- Personal Protective Equipment (PPE) for Illinois Public Libraries – The library was awarded \$500 for the reimbursement of PPE supplies. Amy completed the Quarterly Financial and Narrative Report prior to the deadline.
- Libraries Transforming Communities: Focus on Small and Rural Libraries – Up to 650 U.S. libraries in small and rural communities will receive \$3,000 each to tackle issues ranging from media literacy to COVID-19 safety to unemployment. The library applied for this grant on December 2nd and was informed on December 16th that they were approved.
- Lowell N Johnson Foundation – For the third year in a row, the Lowell N Johnson Foundation has donated \$4000 to the Silvis Library. This year’s donation is being used for 2 projects - juvenile series completion and the purchase of hotspots/1-year subscriptions.
- Patron Donation – The library received a generous donation of \$500 from a patron. The donation is being used for 2 projects - juvenile series completion and the purchase of hotspots/1-year subscriptions.

6. UNFINISHED BUSINESS:

a. Budget Committee

- Meeting Overview: The budget committee (Marigrace Alonso, Vikki Wright, Alex Turkmani, and Amy Fry-Gordon) met on January 4, 2021. Budget line items were discussed for each library account and compared to last year’s budget.
- Budget Committee Minutes - A motion was made to approve the December 7th and January 4th budget committee minutes 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 – Yes
Vikki Wright – Yes
Teresa Cervantes – Yes

Beth Tepen – Yes
Alex Turkmani – Absent
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 *Budget Committee Minutes* are adopted.

b. Sexual Harassment Policy (Non-discrimination/Anti-Harassment Policy) –

A motion was made to approve the Non-discrimination/Anti-Harassment Policy as presented

Motion: Crystal McCaw Second: Vikki Wright

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 – Absent
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 *Non-discrimination/Anti-Harassment Policy* was adopted.

- c. Updated Board Directory - A motion was made to approve the Board Directory as presented
Motion: Deb Berglund 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 –Yes
Vikki Wright – Yes

Teresa Cervantes –Yes
Beth Tepen – Yes
Alex Turkmani – Absent
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 *Board Directory* was approved.

7. NEW BUSINESS:

- a. Job Descriptions (Custodian) – A motion was made to approve the Custodian Job Description as presented
Motion: Vikki Wright 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 –Absent
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 *Custodian Job Description* was approved.

- b. Policy Review (Personnel Policy) – A gave the board members a copy of the Personnel Policy. This policy was updated extensively last year and does not need any additional changes at this time.
- c. Emergency Response Manual – Amy presented a copy of the Emergency Response Manual. She has asked the board to review this prior to the next meeting.

- a. FY21-22 Budget - A motion was made to approve the FY21-22 Budget as presented.
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 –Yes
Vikki Wright – Yes

Teresa Cervantes –Yes
Beth Tepen – Yes
Alex Turkmani –Absent
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 *FY21-22 Budget* was approved.

9. Library Wishes

- Library Wishes – The library does not have any requests currently.

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

- COVID-19 Restrictions Update
- Serving Our Public 4.0 (Chapter 2&3)
- Review – Job Descriptions
- Winter Reading Update
- Per Capita Grant FY20-21 (due in March)
- Review Closed Session Minutes
- Emergency Manual (with building safety checklist)
- ILLINET & Library Certification
- Rock River Library District Contract

11. The meeting adjourned at: 6:38 pm.

Respectfully Submitted, Crystal McCaw