

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

3. Public Comment: NONE

4. Consent Agenda

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

Motion: Alex Turkmani 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 – Absent
Vikki Wright – Yes

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

There are 6 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. January 2021 Circulation Statistics – E-material checkouts are up 45.6% from January 2020 (from 304 to 444). The number of website visitors was up by 18.1% from January 2020 (1951 to 2304).
- b. January 2021 Programming Statistics. – Active programming stats are up 7.2% (from 194 to 208). Passive programming participation was up down 90% from the previous year (265 to 23). This is because the library is focusing on Active programs at this time.
- c. COVID-19 Restrictions (Update) – The library's COVID ReOpening Phase was discussed. Amy informed the board that it is the staff's hope that they can continue curbside service until they have been vaccinated. All staff members have been added to the City of Silvis' COVID vaccine list. Amy and ShoShanna have already received their first dose. Gloria has already received both doses. Amy believes all staff will be vaccinated by mid-March.
 - Amy mentioned several benefits to waiting to reopen the building:
 1. **The library would not have to risk closing due to a staff COVID case.** They have been extremely cautious for the last year ensuring the library could continue to provide services and would hate to have to close now when a vaccine is within sight.
 2. **The library staff is so small, and they all work so closely, that one person infected would mean the entire staff would need to quarantine and get tested.** A COVID closing would mean all library services (including bookdrop, holds, interlibrary loans, prints, faxes, etc...) would have to be closed for an entire week. Even our virtually programming would be halted.
 3. **It could save the library money in COVID sick pay.** Our policy is up to 2 weeks of COVID sick pay - 100% if the staff member is infected, 2/3rds of their pay if it is their family that is infected. By waiting to open until everyone is

vaccinated, staff would no longer be eligible for the 100% portion of the COVID sick pay - because staff will no longer be at risk of catching COVID

4. **When the library does reopen, they could finally allow BROWSING again.** Currently, one staff case would completely close the library for a week. They cannot offer browsing services until the staff are vaccinated.
5. **By allowing browsing, and opening the other side of the library, the library will be allowed to have more patrons in the building.** As it stands, only 7 patrons are allowed in at a time.
6. **It would give them time to prep the building for patrons.** The staff will need to re-install the plastic barriers, remove some computers, take out all the toys/games in the YA and Children's areas, and remove all furniture throughout the building.
7. **It would protect their high-risk employees from unnecessary exposure to COVID.** This includes Amy (Director), Susan (Assistant Director), Jason (Tech Support), Connie (Circulation Clerk), and Roger (Circulation Clerk).

Board members discussed the Covid-19 restrictions and decided to review it again at next month's March meeting.

6. Friends of the Library Update – The Friends (and Royal Neighbors) sponsored a series of 12 episodes from Checkers Library TV, totaling \$525.

7. UNFINISHED BUSINESS:

a. Emergency Response Manual

- Emergency Response Manual – A rough draft of the Emergency Response Manual was presented to the board. The final version will be voted on at the March meeting.
- Closed Session Minutes - At 6:30pm, it was moved to convene in closed session to review closed session minutes from February 2020 and December 2020 as allowed in 2(a) 5 ILCS 120/2(c).

Motion: Deb Berglund

Second: Alex Turkmani

Crystal McCaw – Yes
Dee Nelson – Absent
Deb Berglund – Yes
Joyce Sensabaugh – Absent
Vikki Wright – Yes

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

The Board came back from closed executive session at 6:35 pm.

Motion: Deb Berglund

Second: Alex Turkmani

Crystal McCaw – Yes
Dee Nelson – Absent
Deb Berglund – Yes
Joyce Sensabaugh – Absent
Vikki Wright – Yes

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

A motion was made to not release the closed session minutes and keep them on file.

Motion: Vikki Wright

Second: Alex Turkmani

Crystal McCaw – Yes
Dee Nelson – Absent
Deb Berglund – Yes
Joyce Sensabaugh – Absent
Vikki Wright – Yes

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

There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *motion to not release the closed session minutes and keep them on file was passed.*

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapters 2-3) – Chapter 2 covers Governance and Administration. Chapter 3 covers Personnel. Amy noted that the library just approved a written Succession Plan.
- b. ILLINET and Library Certification - Due March 31, 2021. The Library Director will have these completed prior to the deadline.
- c. Rock River Library District Contract – The draft was presented for discussion. It will be placed on the agenda for approval in March.
- d. Job Descriptions (Director) – A motion was made to approve the Director Job Description as presented

Motion: Alex Turkmani 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 – Absent
Vikki Wright – Yes

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

There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Director Job Description* 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 Phased Reopening Update
- Serving Our Public 4.0 (Chapter 4)
- Review – Job Descriptions
- Winter Reading Update
- Per Capita Grant FY20-21
- Emergency Manual (with building safety checklist)
- ILLINET & Library Certification
- Rock River Library District Contract
- Trustee Orientation Packet
- Hot Spots

11. The meeting adjourned at: 6:49 pm.

Respectfully Submitted, Crystal McCaw