

Silvis Board Meeting – Monday, March 8th, 2021, 6:00 PM

1. Call to Order: Marigrace called the meeting to order at 6:04 pm.
2. Roll Call:  
Present: Marigrace Alonso, Crystal McCaw, Alex Turkmani, Vikki Wright, Joyce Sensabaugh, Beth Tepen  
Absent: Deb Berglund (Dee Nelson resigned)  
Staff: Amy Fry-Gordon

3. Public Comment: Matthew Carter

4. Consent Agenda

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

**Motion: Crystal McCaw 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  
Deb Berglund – ABSENT  
Joyce Sensabaugh – Yes  
Vikki Wright – Yes

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. February 2021 Circulation Statistics – E-material checkouts are up 42.5% from February 2020 (from 294 to 419). The number of website visitors was up by 25.1% from January 2020 (2039 to 2551).
- b. January 2021 Programming Statistics. – Active programming stats are down 27.4% from February 2020 (from 259 to 188). Keep in mind, programming was in-person in February 2020 and now, due to COVID-19, must be done virtually.
- c. Winter Reading 2021 Statistics – Winter Reading was done virtually this year – running from December 1, 2020 to February 28, 2021. There was a total of 57 participants, 22 of those participants completed the challenge. Amy feels this number would have been larger, if not for a glitch in the software. This glitch deleted over 50 registrations – many did not re-register.
- d. Hot Spots – So far, the library has purchased 11 hot spots for patron checkout. They could take up to 6 weeks to arrive. The library hopes to purchase at least 10 additional hot spots from another vendor within the month.
- e. COVID-19 Restrictions (Update) – The library's COVID ReOpening Plan was discussed.
  - Reopening of building - Library staff are all waiting to receive their second dose of the COVID-19 vaccine. This should be complete near the middle of March. Once the staff are all vaccinated, the library building will reopen (at 50% capacity). Programming will still be done virtually.
  - Physical meeting space – Once the library is reopened, the programming space will need to be used to store all library furniture – making the current physical space for library meetings will be unavailable. Possible solutions were discussed.
    1. The meetings could be held in the Young Adult/Children's Area

2. The meetings could be moved to a different day of the week and be held in City Hall Chambers. This would require monthly approval by the City Clerk, as well as public notification of the new date and location.

6. Friends of the Library Update – The Friends (and Royal Neighbors) sponsored 12 upcoming library programs – totaling \$740.00.

7. UNFINISHED BUSINESS:

- a. Per Capita Grant – Both the Silvis and Rock River Library District Per Capita Grants were submitted prior to the March 15<sup>th</sup> deadline.
- b. ILLINET & Library Certification – Amy is currently working on these. They will be submitted prior to the March 31<sup>st</sup> deadline.
- c. Emergency Manual – A motion was made to approve the Disaster & Emergency Response Manual as presented.

**Motion: Beth Tepen    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  
Deb Berglund – ABSENT  
Joyce Sensabaugh – Yes  
Vikki Wright – Yes

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 *Disaster & Emergency Response Manual* was approved.**

- d. Rock River Library District Contract – A motion was made to approve the Rock River Library District Contract as presented.

**Motion: Vikki Wright    Second: Alex Turkmani**

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  
Deb Berglund – ABSENT  
Joyce Sensabaugh – Yes  
Vikki Wright – Yes

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 *Rock River Library District Contract* was approved.**

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapters 4 Access) – Chapter 4 covers Access to the library's physical building. The library intends to reopen the building mid-March and is current on all Access

standards. The library hopes to work with the City of Silvis to add additional signage that will help guide users to the building from arterial streets.

- b. Trustee Orientation Packet – Amy presented the board with the most current version of the Trustee Orientation Packet and Checklist. Amy updated these in March of 2020, but it was not voted on. The packet will be voted on at the April board meeting.
- c. Library Board Openings – There are currently two library board openings. Possible candidates were discussed. Amy will share the board's thoughts with Mayor Matt Carter. He will then decide whom to appoint to these positions.
- d. Job Descriptions (Computer Technician) – A motion was made to approve the Computer Technician Description 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  
Deb Berglund – ABSENT  
Joyce Sensabaugh –Yes  
Vikki Wright – Yes

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 *Computer Technician 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 5)
- Review – Job Descriptions
- ILLINET & Library Certification
- Trustee Orientation Manual – Approve
- Hot Spots Update
- Friends Meeting Update
- Board Positions Update
- Update On Library Meeting Space

#### 11. The meeting adjourned at: 7:02 pm.

Respectfully Submitted, Crystal McCaw