

1. Call to Order: Marigrace called the meeting to order at 6:02 pm.
2. Roll Call:  
Present: Marigrace Alonso, Crystal McCaw, Meaghan Terry, Ivy Pittman-Outen, Beth Tepen, Vikki Wright, Alex Turkmani, Deb Berglund, Joyce Sensabaugh  
Absent:  
Staff: Amy Fry-Gordon
3. Public Comment: NONE
4. Consent Agenda
  - a. A motion was made to approve the Consent Agenda as presented.  
**Motion: Deb Berglund 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 – Yes  
Ivy Pittman-Outen –  
Joyce Sensabaugh – Yes  
Beth Tepen –Yes

Meaghan Terry – Yes  
Alex Turkmani –Yes  
Vikki Wright – Yes  
Marigrace Alonso – Yes

**There are 8 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. Board Member Appointments – Mayor Matt Carter appointed Ivy Pittman-Outen and Meaghan Terry to fill the vacant library trustee positions.
  - a. Introductions
    - Ivy Pittman-Outen – Ivy is originally from New Jersey. She moved her with her husband a few years ago. Ivy is an author who has a lifelong love of reading.
    - Meaghan Terry – Meaghan is the librarian for the Silvis School District. This is her second time on the Silvis Library Board.
  - b. OMA Requirements – After discussion with the City Clerk, it has been recommended that all library trustees complete the OMA certification at the beginning of *each* term – not just their initial appointment. The following board members should complete the training prior to the May 10<sup>th</sup> board meeting: Marigrace Alonso, Beth Tepen, Vikki Wright, Crystal McCaw, Deb Berglund, Joyce Sensabaugh, Ivy Pittman-Outen, and Meaghan Terry.
6. Director’s Monthly Report:
  - a. COVID-19 Restrictions (Update) – The library’s COVID ReOpening Plan was discussed.
    - Reopening of building - The library building reopened (at 50% capacity) on Wednesday, March 24th. Programming is still being done virtually.
    - Physical meeting space – The programming room has been used to store all library furniture – making the physical space for library meetings unavailable. Beginning in May, the physical location for library board meetings will move to the Silvis Police Department’s Community Room (600 Illini Dr, Silvis, IL 61282). This will be readdressed once the library’s programming room becomes available again.
    - Library Hours – Beginning next Monday, April 19<sup>th</sup>, library hours will increase.
      - Monday through Thursday 10am – 7pm

- o Friday and Saturday 10am – 4pm
  - o Sunday - CLOSED
- b. March 2021 Circulation Statistics – E-material checkouts are up 14.5% from March 2020 (from 379 to 434). The number of website visitors was up by 11.3% from March 2020 (2632 to 2929).
  - c. March 2021 Programming Statistics. – Active programming stats are up 101.1% from March 2020 (from 92 to 185). Passive Programming stats are down 48.2% (from 583 to 302) Keep in mind, programming was almost exclusively passive in March 2021, due to COVID-19.
  - d. LTC Grant Update – Our Community Conversation will be held at the McGeeHee Center on July 27<sup>th</sup>, 5pm. Local, non-profit, organizations will be invited to meet with teens in our community in an effort to match volunteers with service opportunities.
  - e. Hot Spots – So far, the library has purchased 11 hot spots for patron checkout. The library hopes to purchase four additional hot spots by next week. Funding for hot spots was provided by donations from the Lowell N Johnson foundation and the LTC Grant.
  - f. Parking Lot Concerns – The library’s vestibule is flooding every time it rains. This issue began after the parking lot was resurfaced. The Public Works Department is working to resolve this issue. Amy will update the board at the May meeting.
  - g. Summer Reading 2021 – This year’s program will be a hybrid of virtual and in-person. Logbooks and registration will be done through the Readerzone app. Programming will mostly be virtual – except for weekly performances held at the McGeeHee Center. Social Distancing, masks, and a 50% capacity will be in forced.
  - h. RAILS Training Opportunity – Amy informed the board of several training opportunities for library staff (Staff Harassment Prevention Training, Ventilation and Air Circulation webinar, RAILS Member Update, and Manager Harassment Prevention Training). She also mentioned an upcoming Trustee Networking Event on Strategic Planning (virtual, May 11<sup>th</sup> 12-1pm). She asked for a volunteer to attend and report back to the board. Amy will send the registration link this week.
7. Friends of the Library Update – The Silvis Royal Neighbors Chapter sponsored 11 upcoming library events, totaling \$740.00. They also sponsored annual community passes: 1 for Niabi Zoo, 2 for the Botanical Center, 2 for the Putnam Museum, and 1 “Bundle” pass (can be used at the Bettendorf Family Museum, Niabi Zoo, or The Putnam Museum). The Friends of the Library are sponsoring a staff meal at the library’s next Staff Meeting (May 1<sup>st</sup>) as a thank you for all their hard work.
8. UNFINISHED BUSINESS:
- a. ILLINET & Library Certification – Amy completed the ILLINET and Library Certification for the Silvis Public Library and the Rock River Library District prior to the March 31<sup>st</sup> deadline.
  - b. Trustee Orientation Packet – A motion was made to approve the Trustee Orientation Packet as presented.

**Motion: Alex Turkmani Second: Meaghan Terry**

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 – Yes  
 Ivy Pittman-Outen – Yes  
 Joyce Sensabaugh – Yes

Beth Tepen – Yes  
 Meaghan Terry – Yes  
 Alex Turkmani – Yes  
 Vikki Wright – Yes  
 Marigrace Alonso – Yes

**There are 9 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Trustee Orientation Packet* was approved.**

9. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapters 5 Building Infrastructure and Maintenance) – Chapter 5 covers facility infrastructure and maintenance. Amy informed the board that the library does not currently have a list of all facility systems (that includes basic maintenance operations). She also informed the board that the building maintenance/repair checklist needs to be updated. Amy hopes to have drafts prepared prior to the May board meeting. Amy also mentioned that the library does not have a “Capital Asset Plan.” This will be presented at the next board meeting for discussion. In the future, it will be reviewed by the board on an annual basis.
- b. Nomination of Officers - There were nominations for the positions of president, vice president and secretary. Elections will be held next month.
  - Marigrace Alonso was nominated for the position of President by Alex Turkmani .
  - Beth Tepen was nominated for the position of Vice President by Crystal McCaw.
  - Crystal McCaw was nominated for the position of Secretary by Deb Berglund.
  - Expiring Terms: The board does not have any terms expiring in 2021.
- c. Job Description (Adult Programming/Communications Coordinator – A motion was made to approve the Adult Programming/Communications Coordinator Job Description as presented.  
**Motion: Alex Turkmani    Second: Meaghan Terry**

After the motion was moved and seconded, Marigrace opened the floor up to discussion.

Amy mentioned that this was previously two separate positions but was combined in 2019. The job description is a combination of the two, previously separated, positions.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes  
Deb Berglund – Yes  
Ivy Pittman-Outen – Yes  
Joyce Sensabaugh – Yes

Beth Tepen – Yes  
Meaghan Terry – Yes  
Alex Turkmani – Yes  
Vikki Wright – Yes  
Marigrace Alonso – Yes

**There are 9 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Adult Programming/Communications Coordinator Job Description* was approved.**

- d. Dress Code – A motion was made to approve the staff dress code as presented.  
**Motion: Meaghan Terry    Second: Alex Turkmani**

After the motion was moved and seconded, Marigrace opened the floor up to discussion.

Amy informed the board that the staff have asked to be able to wear business casual jeans (no holes, patches, embroidery, embellishments) and library-related shirts daily. Amy agrees with this request – specifically because of the amount of manual labor the staff perform.

Alex Turkmani suggested that the dress code should include “The Library Director reserves the right to make the final decision on all work attire.”

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – NO  
Deb Berglund – NO  
Ivy Pittman-Outen – NO  
Joyce Sensabaugh – NO

Beth Tepen – NO  
Meaghan Terry – NO  
Alex Turkmani – NO  
Vikki Wright – NO  
Marigrace Alonso – NO

**There are 0 votes in the affirmative and 9 votes in the negative. There was a two-thirds vote in the negative and the *Staff Dress Code* was declined.**

A motion was made to approve the staff dress code, as amended by Alex Turkmani.

**Motion: Alex Turkmani 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  
Deb Berglund – YES  
Ivy Pittman-Outen – YES  
Joyce Sensabaugh – NO

Beth Tepen – YES  
Meaghan Terry – YES  
Alex Turkmani – YES  
Vikki Wright – YES  
Marigrace Alonso – YES

**There are 8 votes in the affirmative and 1 vote in the negative. There is a two-thirds vote in the affirmative and the *amended Staff Dress Code* was approved.**

## 9. Library Wishes

- Library Wishes –
  - Staff Meeting - Amy is going to close the library at 2pm on May 1<sup>st</sup> for a staff meeting. At that time, they will also be celebrating the 20-year employment anniversary of Roger Decker.
  - Staff Insurance – Susan Seville has decided to get health insurance coverage. The library would like to utilize \$1800 from the Audio Visual budget for FY21-22 to cover this. This had been discussed and approved during Budget Committee Meetings as an alternate budget if Susan were to purchase coverage.
  - Roof Repair – the roof is leaking above the Young Adult section. Amy has reached out to Economy Roofing for an estimate.
  - Window Repair – two windows are leaking (Children’s and Young Adult sections). Amy has contacted a company to diagnose the problem.
  - Electronic Signs – The electronic signs are not allowing updating. Amy has reached out the Advantage Electric to diagnose the problem.
  - Gutters – Amy is going to reach out for an estimate of gutter replacement costs
  - Awning – Amy is going to reach out for an estimate for an awning above the outdoor programming space.
  - Staffing – Part time circulation clerk, Bailey Hager has given her two-week notice. Amy will be posting the position tomorrow.

## 10. Items to be placed on next month’s agenda

- Facility Systems list (with maintenance operations)
- Building Maintenance/Repair Checklist
- Capital Asset Plan
- OMA Trustee Requirements Update
- Serving Our Public 4.0 (Chapter 6)
- Review – Job Descriptions
- Hot Spots Update
- Friends Meeting Update
- LTC Grant Update
- Summer Reading Program Update
- Building Maintenance Update (Parking Lot, Roof, Electronic Signs, Windows, Gutters, Awning)
- Election of Officers
- Per Capita 2022 Requirements
- Review – Circulation Policies

The meeting adjourned at: 6:59 pm. Respectfully Submitted, Crystal McCaw