

Silvis Library Board Meeting – Monday, May 10, 2021, 6:00 PM

Silvis Police Station Community Room (600 Illini Dr, Silvis, IL 61282)

<https://www.gotomeet.me/SilvisPublicLibrary/silvis-library-board-meeting-may-10-2021>

1. Call to Order: Marigrace called the meeting to order at 6:01 p.m.
2. Roll Call:
Present: Deb Berglund, Ivy Pittman-Outen, Joyce Sensabaugh, Beth Tepen, Meaghan Terry, and Marigrace Alonso
Absent: Crystal McCaw, Alex Turkmani, and Vikki Wright
Staff: Amy Fry-Gordon

3. Public Comment: NONE

4. Consent Agenda

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

Motion: _Meaghan Terry Second: Deb Berglund

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

Trustee, Meaghan Terry, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – ABSENT
Deb Berglund – Yes
Ivy Pittman-Outen –Yes
Joyce Sensabaugh – yes
Beth Tepen – Yes

Meaghan Terry – Yes
Alex Turkmani – Absent
Vikki Wright – Absent
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. April 2021 Circulation Statistics – E-material checkouts are up 12.2% from April 2020 (from 443 to 497). The number of website visitors was up by 17.7% from April 2020 (2467 to 2903).
- b. April 2021 Programming Statistics. – In April 2020, the State Library allowed us to count AL views for active stats (968) However, they have since changed the requirement to views that last more than 1 minute (192) Passive Programming attendance was roughly the same as April 2020 (from 292 to 274).
- c. Silvis Water Bill/Library Newsletter Mailing – Amy asked the City to include the library's May newsletter in the residents' water bills. The mailing went out to nearly 3000 homes. The library will be doing this twice annually, in December and June. Amy mentioned that this will increase the library's printing bill, but saves them from paying \$3000.00 in postage.
- d. Continuing Education / Meetings –
 - The library staff participated in 12 continuing education training sessions this month.
 1. All staff members completed the state-required annual Harassment Training.
 2. ShoShanna completed the Harassment Training and Reader Zone Activities training
 3. Amy completed the Harassment Training for Managers, Ventilation Webinar, COVID webinar
 - The library staff participated in 27 meetings in April.
 1. Director/Assistant Director weekly meeting – both Susan and Amy meet weekly.
 2. LTC Grant Meeting – Amy and ShoShanna meet to plan the LTC Grant event.
 3. Programmers' Meeting – Amy, ShoShanna, and Rachel had their quarterly Programmer's meeting. The focus was: Summer Reading, the LTC event, and an upcoming speaking engagement for the Optimist Club.
 4. TWILL Meeting: Serving LGBTQIA+ Tweens – Shay participated in this meeting.

5. PC Technical Services Meeting – Shay participated in this meeting.
6. Additional Meetings attended by the Director:
 - a. April Silvis Board Meeting
 - b. April Rock River Library District Meeting
 - c. RAILS Update
 - d. PC Delegates Assembly
 - e. T-Mobile Vendor Meeting
 - f. River City Sign Meeting
 - g. Advantage Electric Meeting (twice)
 - h. Ventilation Meetings (RH & Company, Vent Pro, Schebler)
 - i. All Action Plumbing Meeting
- e. Circulation Clerk I – The part-time Circulation Clerk I position has been filled. Haley Bierman-Holloway's first day was May 6th. Susan completed her orientation.
- f. Illinois Department of Human Rights – Amy, Rachel, and the Silvis City Attorney participated in a Fact-Finding call with the Illinois Department of Human Rights on May 3rd.
- g. FY20-21 Revenue & Expenses – Amy presented the final Revenue and Expenses.
 - Revenue
 1. Revenue was \$1,277.37 more than expected. The library only needed to take \$78,722.63 from savings for the remodel, instead of the \$80,000 we anticipated.
 2. The Replacement Tax, Donations, and Rock River Library District funds were higher than anticipated.
 3. Interest, Miscellaneous Revenue, and Grant lines were lower than anticipated. Interest and Miscellaneous Revenue were deeply impacted by the COVID closing. The library only received \$3500 in Grants.
 - Expenses – all expenses were listed in the approved April Treasurer's Report.
 1. The library stayed \$5,023.19 under their budget for expenses
 2. As mentioned, while discussing Revenue, the library spent \$78,722.63 out of Savings for the remodel. They anticipated needing \$80,000.
- h. Building Maintenance/Projects
 - Parking Lot – The Public Works Department tried caulking the building to keep water out of the vestibule. This, unfortunately, did not solve the problem. Their next step is hot tar. If that does not solve the flooding, they will have to cut out blacktop and install drains leading to the road. Amy will update the trustees at the June meeting.
 - Roof – Economy Roofing was able to repair the leak in one visit. Amy has not been invoiced yet.
 - Electronic Signs – Amy has meet with three companies trying to get the electronic signs repaired. Advantage Electronic is still working on it. Amy will update at the June meeting.
 - Windows – Windows were caulked. This seems to have solved the issue for now. However, some of the library windows have exceeded their lifespan. For now, this issue is tabled.
 - Gutters – Amy has reached out to four gutter companies. She is still waiting on quotes from each of them.
 - Shade Sail/Awning – Amy contacted Sears Awning and is still waiting on a visit from their representative.
 - Plumbing – Beth Tepen asked Amy to get a second opinion to address ongoing plumbing concerns. Unfortunately, All Action Plumbing said the same thing that Roto Rooter said after they used a camera to view the pipes in 2019. Due to the age of the pipes, they have lost some of their gradient. To repair this, the library would need to rip up all floors, concrete, and replace all pipes. Tim, from All Action Plumbing, said this would cost upwards of \$100,000 (\$30,000 - \$40,000 for plumbing, the rest for concrete and flooring). He said we are doing the right thing by dumping a 5-gallon bucket of water down the first and last toilets each day.

- Ventilation –
 1. Amy viewed a webinar on indoor air quality and ventilation.
 - a. She used LTC Grant funds (earmarked for PPE supplies) to purchase a sanitizing fogging machine and a portable air purifier (with ionizer). These were two of the budget-friendly solutions that were mentioned that the library wasn't already doing.
 - b. They also suggested, for libraries with larger budgets, hiring a contractor to improve ventilation/filtration (check air dampers, confirm outdoor airflow, eliminate "Demand Controlled Ventilation," moving to MERV15 filters)
 - c. Cleaning of air vents was NOT mentioned
 - i. Bornhoeft Heating said that this is NOT necessary and companies who do this are scamming people.
 - ii. Beth Tepen's husband, an engineer, agreed that this is a waste of money.
 2. American Rescue Plan Act grant monies - Amy watched the RAILS Member Update, which included information on the American Rescue Plan Act grant monies. Greg McCormick, from the Illinois State Library, gave a presentation.
 - a. The State Library is hoping to have the grant set up after July 1st, 2021 for applicants and funds would need to be spent by September 2022.
 - b. The grant will most likely not be allowed for capital needs because they would have to have to preauthorization by IMLS on grant by grant basis - which would cause a lot of delays.
 - c. The American Rescue money will not be allowed for brick-and-mortar funding. However, there maybe be funding for this in the Build America's Libraries Act," if it is passed.
 - d. Ventilation was specifically mentioned. Greg said that this falls under "infrastructure" and that it "might be permissible" but is "yet to be determined."
 - e. He said the monies will most likely be for one-time purchases in areas like:
 - i. technology (including hot spots and laptops)
 - ii. accessibility
 - iii. digital inclusion efforts
 - iv. serving underserved populations within a community
 - f. Beth Tepen reached out to Amy to discuss ventilation and American Rescue funding. Beth has asked Amy to look into our ventilation needs, starting with a visit from the company who installed the HVACs in 2016, Bornhoeft.
 - i. Bornhoeft will be in within the next two weeks to give a rundown of things they believe can be done to improve air quality.
 1. They could recommend small changes – like opening outdoor air dampers further or upgrading filters.
 2. They could also suggest larger changes that would require an engineering firm to do a study of our ventilation system. This could cost \$2,500 to \$5,000.
 - ii. Amy will keep looking for more information on the American Rescue Plan Act and report to the board in June.
 3. Vendor Quotes -Amy had three companies give quotes fro vent cleaning. They range from \$1200 to \$2500. After speaking with Bornhoeft, and getting the second opinion of Beth's husband, Amy does not feel this is something the library should do.

- i. Hot Spots – Due to the quote from the T-Mobile meeting, no additional hot spots were purchased. Their quote was three times that of our current provider, Mobile Beacon. However, we are only allowed 11 hot spots through that company.
 - Circulation – All 11 hot spots are in circulation. Patrons are very excited.
 - Emergency Connectivity Funds (ECF) – Amy is meeting with Verizon Wireless on May 14th to discuss possible grant monies from the Emergency Connectivity Funds grant.
 1. ECF is a new, \$7 billion initiative included in the American Rescue Plan Law that was signed in March 2021. The program will provide funding directly to schools and libraries to connect students, staff and library patrons while they are not on school/library campus.
 2. The program was called “E-rate” in the statute, and it will be administered by the FCC and USAC, but it will be funded through federal appropriations and not the Universal Service Fund (E-rate).
 - a. Amy is unsure if the library will be allowed to participate, because they do not filter content. (They are not eligible for the *original* E-Rate funds because of this). Program rules will be released on May 10th.
 - b. She will update the board at the June meeting.

- 6. Friends of the Library Update – Amy included the minutes from the March meeting in the board packet.
 - a. Meeting Overview - The April meeting was canceled.
 - b. Hy-Vee Red Bag Program – For the month of June 2021, Friends Of The Silvis Public Library will receive a \$1 donation from each purchase of the \$2.50 reusable red "My Heart" Bag at the Hy-Vee store located at Hy-Vee 2001 5th Street, Silvis IL.

7. UNFINISHED BUSINESS:

- a. OMA Requirements – Amy reached out to the Attorney General's office by phone and found out that their site had been compromised as was their email. They are working to correct this and will not penalize any trustees that do not complete the training within the 90 period. They believe this may take another 2 - 3 weeks. Trustee Orientation Packet – A motion was made to approve the Trustee Orientation Packet as presented.
- b. Facilities Maintenance Lists (with Maintenance Operations) – Amy and Susan have begun working on this. Amy will update the board at the June meeting.
- c. Building Maintenance/Repair Checklist - Amy and Susan have begun working on this. Amy will update the board at the June meeting.
- d. Capital Asset Plan - Amy and Susan have begun working on this. Amy will update the board at the June meeting.
- e. Election of Officers -
 - President: Marigrace Alonso
 Motion: Meaghan T. Second: Ivy Pittman-Outen
 After the motion was moved and seconded, Marigrace opened the floor up to discussion.

Trustee, Meaghan Terry, requested a Roll Call Vote, ending with the Board President.

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

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

There are 6 votes in the affirmative and 0 votes in the negative. Marigrace Alonso was re-elected as President.

- Vice-President: Beth Tepen

Motion: _Joyce Sensabaugh Second :Deb Berglund

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

Trustee, Meaghan Terry, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – ABSENT
Deb Berglund – Yes
Ivy Pittman-Outen – Yes
Joyce Sensabaugh – Yes
Beth Tepen – Yes
Meaghan Terry – Yes

Alex Turkmani – Absent
Vikki Wright – Absent
Marigrace Alonso – Yes

There are 6 votes in the affirmative and 0 votes in the negative. *Beth Tepen was re-elected as Vice-President.*

- Secretary: Crystal McCaw

Motion: Deb Berglund Second: Meaghan Terry

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

Trustee, Meaghan Terry, requested a Roll Call Vote, ending with the Board President.

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

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

There are 6 votes in the affirmative and 0 votes in the negative. *Crystal McCaw was re-elected as Secretary.*

8. NEW BUSINESS:

- 2022 Per Capita Grant Requirements - The State Library has not posted the Per Capita Grant Requirements yet. Amy believes they will be like last year (review of all checklists in Serving the Public 4.0). Amy will update us on this at the June meeting.
- Serving the Public 4.0 (Chapter 6 Safety) – The library meets all safety standards/checklist items, *except* having a NARCAN kit and/or automated external defibrillator (AED) with staff training. Amy will investigate these and update board at the next meeting.
- Circulation Policy – A motion was made to approve the Circulation Policy as presented.

Motion: Meaghan Terry Second: Ivy Pittman-Outen

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

Trustee, Meaghan Terry, requested a Roll Call Vote, ending with the Board President.

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

Beth Tepen – Yes
Meaghan Terry – Yes
Alex Turkmani – Absent
Vikki Wright –Absent
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 *Circulation Policy* was approved.

- d. Job Description (Assistant Director) – A motion was made to approve the Assistant Director Job Description as presented.

Motion: Meaghan Terry Second: Deb Berglund

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

Trustee, Meaghan Terry, requested a Roll Call Vote, ending with the Board President.

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

Meaghan Terry – Yes
Alex Turkmani – No
Vikki Wright – No
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 *Assistant Director Job Description* was approved.

9. Library Wishes

- Library Wishes –
 - e. Early Closing (July 31st) - A motion was made to approve the early closing (2pm) on July 1st.
Motion: Meaghan Terry Second: Joyce Sensabaugh

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

Amy stated that July 31st is ShoShanna's bridal shower. Most of the staff have already asked if they can have time off to attend. Amy is in the wedding, so she cannot cover anyone's shift.

Trustee, Meaghan Terry, requested a Roll Call Vote, ending with the Board President.

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

Meaghan Terry – Yes
Alex Turkmani – No
Vikki Wright – No
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 *July 31st 2pm closing* was approved.

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 7)
- Review – Job Descriptions
- Hot Spots Update
- Friends Meeting Update
- Summer Reading Program Update
- IPLAR Status
- Building Maintenance Update (Parking Lot, Electronic Signs, Gutters, Awning)
- Per Capita 2022 Requirements
- Review – Collection Acquisition & Development Policy
- NARCAN kit and/or automated external defibrillator (AED) with staff training
- Surplus property policy
- Ventilation – Engineering Firm?
- Board Email address for website (Checked by Marigrace? Gmail?)
- Non-Resident Card Program

11. The meeting adjourned at: 6:57 pm.

Respectfully Submitted, Meaghan Terry