

Silvis Board Meeting – Monday, July 12th, 2021, 6:00 PM

1. Call to Order: Marigrace called the meeting to order at 6:07 pm.
2. Roll Call:
Present: Marigrace Alonso, Crystal McCaw, Beth Tepen, Joyce Sensabaugh, Alex Turkmani, Ivy Pittman-Outen
Absent: Meaghan Terry, Deb Berglund (Resigned), Vikki Wright (Resigned)
Staff: Amy Fry-Gordon
3. Public Comment: NONE
4. Consent Agenda
 - a. A motion was made to approve the Consent Agenda 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
Ivy Pittman-Outen – Yes

Joyce Sensabaugh – Yes
Beth Tepen – Yes

Meaghan Terry – Absent
Alex Turkmani – Yes
Vikki Wright – Resigned
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. June 2021 Circulation Statistics –
 - Physical materials – checkouts are up significantly from June 2020 (332 to 1604). The extremely low circulation in June 2020 was due to COVID-19.
 - E-material - checkouts are nearly identical as June 2020 (from 473 to 472). The number of website visitors was up by 16.9% from June 2020 (2455 to 2869).
 - b. June 2021 Programming Statistics. – In June 2020, the State Library allowed us to count ALL views for active stats (2329) However, they have since changed the requirement to views that last more than 1 minute (749).
 - c. LTC (Community Conversation) – Update: The Community Conversation will take place on July 27th at the McGeHee Center. 9 non-profit organizations, members of the UTHS Student Council, Mayor Matt Carter, City Administrator Nevada Lemke, and library staff will all engage in a discussion with local teens about opportunities for service-learning hours and civic engagement projects.
 - d. Building Maintenance/Projects
 - Parking Lot – The City has begun sanding down the concrete and blacktop near the entrance of the front vestibule. Work will continue this week. Amy said that there has already been a great improvement in the amount of water entering the vestibule.
 - Electronic Signs – Amy reached out to River City Sign about the status of the wireless routers on Friday. They have arrived and should be installed within the next two weeks.
 - Windows – Amy has made the initial payment on the windows. She will update us on their progress at the August meeting.
 - Gutters – The gutters were repaired last week. Amy is waiting on the invoice.

- Shade Sail/Awning – Sears Awning did a site visit and will be submitting a quote for over \$23,000.00. Amy reached out to the company to get more information and they have not returned her emails. She is going to look into other companies.
- e. COVID-19 Reopening (Update) – The library’s has moved to the next phase of their COVID-19 Reopening Plan. On July 1st, the library to returned to full operating hours (Mon-Thurs 9am-8pm, Fri & Sat 9am-5pm) and make the following changes:
- Capacity – Return to 100% capacity.
 - Furniture – Return furniture for patron use
 - Masks –
 1. mask restrictions were lifted for patrons visiting the library.
 2. During in-house events, due to the small size of the Programming Room, unvaccinated participants will still be required to wears masks. Vaccinated participants may go without.
 3. Vaccinated staff may go without a mask if they have provided proof of vaccination. Unvaccinated staff are still being required to wear a mask.
 - Quarantine – Library materials are no longer being quarantined.
 - Programming – Limited Adult and teen events will be able to be held in-person again. However, until younger children can be vaccinated, there will not be any children’s events held inside the library building.
 - Curbside – One parking spot is still dedicated to “Curbside Service.”
- f. American Rescue Plan – Grant opportunities will be available through the Illinois State Library. No further information is available. Amy will continue checking the ILA website for updates.
- g. Emergency Connectivity Funds (ECF) - Libraries and schools can apply for funding for the purchase of eligible equipment and services (e.g., internet hotspots, laptops, tablets, modems, and routers) made between July 1, 2021, and June 30, 2022. The application window for the ECF program is expected to open in mid- to late June and will be open 45 days. Amy is going to discuss this with Jason next week.
6. Friends of the Library/Royal Neighbors Update – Minutes for the June meeting are not available yet. The Friends group discussed logo and t-shirt designs, a tab on the library’s website, and the LTC Community Conversation. The Royal Neighbor’s sponsored four upcoming library events – totaling \$305.00 in funding.
7. UNFINISHED BUSINESS:
- a. OMA Requirements – Amy reached out to the Attorney General's office by phone in May 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. As of today, the website is still unavailable.
 - b. Facilities Maintenance Lists (with Maintenance Checklists) –This will need to be tabled until Rachel has been fully trained in her new position.
 - c. Building Maintenance/Repair Checklist - This will need to be tabled until Rachel has been fully trained in her new position.
 - d. Capital Asset Plan - This will need to be tabled until Rachel has been fully trained in her new position.
 - e. NARCAN kit/Automated External Defibrillator (AED) – Amy reached out to one vendor and has yet to hear back. She will bring it back to the board next month.
 - f. 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 August meeting.
 - g. IPLAR Status – Amy completed this prior to the July 1st deadline.
 - h. Board Email Address for website – The library board is required to have an email that patrons may reach them at. The email address would need to be monitored by board members, not library staff.

8. NEW BUSINESS:

- a. Library Board Trustee Opening – Deb Berglund resigned from the Silvis Library Board on June 17th. Eight Applicants have applied for the position. Mayor Matt Carter will make the final decision but has asked the board for their recommendation. Amy will inform the mayor of the board's endorsement tomorrow.
- b. Centennial Celebration Fundraising Committee – Amy would like to form a Fundraising Committee for the Centennial Celebration (2024). She needs 3 to 5 board members to volunteer. This will be discussed further at the August meeting.
- c. Serving the Public 4.0 (Chapter 8: System Member Responsibilities and Resource Sharing) – Chapter 8 covers resource sharing. The library meets all standards and complies with all items on the checklist.
- d. By-Laws (Review) – The Library By-Laws were reviewed. No changes were made.
- e. Job Description (Youth Services Coordinator) – A motion was made to approve the Youth Services Coordinator job description as presented.

Motion: Alex Turkmani Second: Ivy Pittman-Outen

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

Meaghan Terry – Absent
Alex Turkmani – Yes
Vikki Wright – Resigned
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 ***Youth Services Coordinator job description was adopted.***

9. Library Wishes – The library does not have any wishes currently.

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
- NARCAN Kit/AED
- Summer Reading Review
- 1000 Books Before Kindergarten Relaunch
- Serving Our Public 4.0 (Chapter 9)
- Review – Job Descriptions
- LTC Grant Update
- Building Maintenance Update (Parking Lot, Electronic Signs, Windows, Awning)
- Per Capita 2022 Requirements
- Review – Bloodborne Pathogen Policy
- American Rescue Plan Act
- Emergency Connectivity Funds (ECF)
- Centennial Celebration (2024) – fundraising committee
- New Trustee?
- City Council Presentation (Year in Review)?
- DRAFT – Levy Letter
- Juneteenth (Personnel Policy)?

11. The meeting adjourned at: 7:20 pm.

Respectfully Submitted, Crystal McCaw