

Silvis Board Meeting – Monday, August 9, 2021, 6:00 PM

1. Call to Order: Beth called the meeting to order at 6:01pm.
2. Roll Call:  
Present: Beth Tepen, Crystal McCaw, Bruce Boyd, Ivy Pittman-Outen, Bev Reese, Joyce Sensabaugh  
Meaghan Terry,  
Absent: Marigrace Alonso, Alex Turkmani  
Staff: Amy Fry-Gordon

3. Public Comment: NONE

4. Consent Agenda

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

**Motion: Crystal McCaw Second: Meaghan Terry**

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

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

Crystal McCaw – Yes  
Bruce Boyd-Yes  
Ivy Pittman-Outen – Yes  
Bev Reese-Yes  
Joyce Sensabaugh – Yes

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

**There are 7 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. Introductions – Trustees Bruce Boyd and Bev Reese were both sworn in prior to the meeting. Amy will complete their orientation this week.
- b. July 2021 Circulation Statistics –
  - Physical materials – checkouts are up 42% from July 2020 (1083 to 1538).
  - E-material - checkouts are up 10.2% from July 2020 (from 423 to 466). The number of website page views was up by 15.3% from July 2020 (3960 to 4564).
- c. July 2021 Programming Statistics –
  - Active Stats (LIVE events) – attendance is up 31.3% from July 2020 (233 to 306).
  - Passive Stats (Pre-Recorded events) – attendance is down 38.7% from July 2020 (571 to 350). Amy contributes the decline to "digital burnout." Many libraries are struggling to keep patron engaged on digital platforms.
- d. LTC (Community Conversation) –The Community Conversation took place on July 27<sup>th</sup> at the McGehee Center. 9 non-profit organizations, members of the UTHS Student Council, Mayor Matt Carter, City Administrator Nevada Lemke, and library staff engaged in a discussion with local teens about opportunities for service-learning hours and civic engagement projects. Library Trustees, Ivy and Meaghan, both attended the event. A total of 68 participated (in-person and online).
- e. Summer Reading 2021 –
  - 414 registrations (121 Adults, 60 Teens, 233 Children). This is a 53.9% increase from SRP 2020 (90 Adults, 26 Teens, 153 Children).
  - 119 completed the program (55 Adults, 13 Teens, 51 Children) This is an increase of 148% from SRP 2020 (19 Adults, 3 Teens, 26 Children).

- 1055 patrons attending Live Events between June and July - 40 signed up for the LIVE Programming Raffle. 632 patrons attended Virtual Events between June and July – 45 signed up for the VIRTUAL Programming Raffle.
    - The library had participants from 10 cities in the QCA Area. The large majority, 325 of them, live in Silvis.
  - f. 1000 Books Before Kindergarten – The library has revamped their 1000 Books Before Kindergarten Program. They are hoping to partner with the Friends Group for prizes and Reader Zone fees.
  - g. Building Maintenance/Projects
    - Parking Lot – The City sanded down the concrete and blacktop near the entrance of the front vestibule. While this decreased the flooding, the issue is still not completely resolved. Amy will update the board when she has information on next steps.
    - Electronic Signs – River City installed the wireless routers, but they are still experiencing connectivity issues. Amy will update the board at the September meeting.
    - Windows – The down payment for the windows was received and the windows have been ordered. Amy will update the board in September.
    - Awning – Sears Awning did not respond to Amy’s emails. She is discussing pergola options with Public Works. She will update us at the next meeting.
  - h. COVID-19 Reopening (Update) – Following CDC and RI County Health Department guidance, the library is requiring masks for anyone entering the building.
  - i. 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 working on grant options with Jason.
6. Friends of the Library/Royal Neighbors Update – Minutes for the June meeting were presented to the board. The Friends did not meet in July.
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. 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 September meeting.
  - c. Centennial Celebration Fundraising Committee – Amy passed around a paper asking each Board member to list the days and times that they are available. Based on this, she will suggest a meeting day/time at the September meeting. She would like at least 5 (a quorum) trustees to participate, if possible.
8. NEW BUSINESS:
- a. School Supplies Drive – Ivy Pittman-Outen spoke to the board about collecting and donating school supplies. Amy mentioned that she would love to include this in SRP 2022, once COVID restrictions have been lifted. Amy also mentioned that Blackhawk Bank is currently collecting donations.
  - b. Serving the Public 4.0 (Chapter 9: Public Services: Reference and Reader’s Advisory) – Chapter 9 covers reference and reader’s advisory services. The library meets all standards and complies with all items on both checklists.
  - c. Bloodborne Pathogen Policy (Review) – The Bloodborne Pathogen Policy was reviewed. No changes were made.

- d. Job Description (Library Clerk II, Cataloger ) – The Cataloger Job Description was reviewed. No changes were made.
- e. Personnel Policy (Juneteenth) – A motion was made to add Juneteenth to the list of Observed Holidays.

**Motion: Meaghan Terry Second: Joyce Sensabaugh**

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

**The motion to accept the *revised Personnel Policy* passed unanimously.**

- f. DRAFT Levy Letter - This year's draft levy letter was presented and discussed. It will be voted on at the September meeting.

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
- Serving Our Public 4.0 (Chapter 10)
- Review – Job Descriptions
- Building Maintenance Update (Parking Lot, Electronic Signs, Windows, Awning)
- Per Capita 2022 Requirements
- Review – Circulation Policy
- Emergency Connectivity Funds (ECF)
- Centennial Celebration (2024) – fundraising committee
- City Council Presentation (Year in Review)?
- Levy Letter

11. The meeting adjourned at 7:07 pm.

Respectfully Submitted, Crystal McCaw