

1. Call to Order: Marigrace called the meeting to order at 6:03 pm.
2. Roll Call:
Present: Marigrace Alonso, Crystal McCaw, Joyce Sensabaugh, Beth Tepen, Bev Reese, Meaghan Terry, Ivy Pittman-Outen, Bruce Boyd
Absent: 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: Meaghan Terry 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
Bruce Boyd - Yes
Ivy Pittman-Outen – Yes
Bev Reese - Yes
Joyce Sensabaugh – Yes

Beth Tepen – Yes
Meaghan Terry – Yes
Alex Turkmani – Absent
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. Director's Monthly Report:

- a. August 2021 Circulation Statistics –

- Physical materials – checkouts are up 93.1% from August 2020 (888 to 1715).
- E-material - checkouts are up 20.3% from August 2020 (from 403 to 485). The number of website page views was up by 21.8% from August 2020 (2386 to 2907).

- b. August 2021 Programming Statistics –

- Active Stats (LIVE events) – attendance is up 85.3% from August 2020 (34 to 63).
- Passive Stats (Pre-Recorded events) – attendance is down 81.7% from August 2020 (2465 to 451). Amy contributes the decline to two causes – 1. "digital burnout" Many libraries are struggling to keep patron engaged on digital platforms. 2. More of our Passive Events were held in-person, verses virtual in 2021 (Example: Scavenger Hunt (10 in-person in 2021, vs. 763 virtual in 2020).

- c. Emergency Connectivity Funds) – Due to staff shortage, Amy was unable to complete the First Round of the EFC Grant. However, Round 2 will be open from September 28th through October 13th. If full staffed, Amy intends to apply for these funds.

- d. LTC Grant (Round 3) – Amy was encouraged to apply for the 3rd Round of Funding to build upon the grant they received in Round 1. The new deadline is September 16th. Amy is halfway through the application process and hopes to have it completed prior to the cutoff date.

- e. Adult Programming Coordinator – Amy completed phone interviews last week. In-person interviews will be completed by this Friday. Applicants will be asked to complete an employment application with references, shelving quiz, Q&A session, and present an outline of an Adult Program. Amy hopes to have references called by early next week and a decision made by the following Friday, September 24th.

- f. Youth Services Coordinator – Amy will complete phone interviews this week, in-person interviews next week, and reference checks the following week. She hopes to have made a decision by Friday, October 1st. For those who make it to the in-person interview round, they will be asked to complete an employment application with references, shelving quiz, Q&A session, sing a Children’s Song, read an excerpt from a picture book, and present an outline of an Teen or Children’s Program.
 - g. Trustee/Staff Contact Sheet – The “Face with a Name” Handout is complete – minus the two open positions. A copy was included in the Board Packet and given to each employee. The staff requested that the Rock River Trustees submit a photo too. When this is complete, Amy will send the employees, RRLD, and Silvis Trustees each a copy.
 - h. 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.
 - Windows – The down payment for the windows was received and the windows have been ordered. Windows should arrive within the next three weeks. Amy will update the board at the October meeting.
 - Awning – Due to staff shortages, Amy was unable to investigate this further. She will update us at the next meeting.
6. Friends of the Library/Royal Neighbors Update – Agendas for the August meetings were presented to the board. The Friends sponsored two library requests – totaling \$50.00. Royal Neighbors sponsored 11 library programs – totaling \$1,155.50.
7. UNFINISHED BUSINESS:
- a. OMA Requirements – Amy attached a screenshot from the “Municipal Minute” website. Currently, there is still no option for OMA training for Public Library staff or trustees. Am will update the board again next month.
 - b. 2022 Per Capita grant Requirements – This year’s requirements will be the same as last year. Each Silvis board member is required to read Serving the Public 4.0 and then review the chapter checklists and Appendices as a group with the library director. The Grant application will include the checklists and will need to be completed. The Board reviews a Chapter each month and the checklists will be reviewed at the November meeting. Amy will email each Trustee a copy of Serving the Public 4.0 (including checklists and appendices) following tonight’s meeting.
 - c. School Supplies Drive – At the August meeting, Ivy Pittman-Outen spoke to the board about collecting and donating school supplies. Supplies were collected at tonight’s meeting and given to Meaghan Terry to distribute to Silvis schools.
 - d. Centennial Celebration Fundraising Committee – At the August meeting, Amy passed around a paper asking each Board member to list the days and times that they are available.
 - Meeting Dates/Times - Based on trustee responses, Amy suggested the meeting take one hour before the monthly Library Board meeting - Second Monday of each month at 5pm. Amy asked to have at least 5 of the 9 trustees join the Committee. The first meeting will be October 11th at 5pm, in the library’s programming room.
 - ALA Baby Yoda: Library Card Fundraiser – Amy would like the first fundraiser to be “Baby Yoda Read Poster” library cards. When signing up for an account (or renewing) patrons would be able to get a regular library card at no cost or pay \$3.00 for a “Baby Yoda” Card. Lost cards would be \$3 for regular or Yoda cards. The purchase of these cards would be made from the regular “Office Supplies.” The initial cost of the cards

would be recouped for the "Office Supplies" account line and all remaining funds would go to the Centennial Fundraiser. Library trustees supported this idea and Amy will make the purchase prior to the next board meeting.

- e. Staff Overtime - A motion was made to approve staff overtime (up to 10 hours per week), for Rachel Carter, until the library is once again fully staffed.

Motion: Bev Reese 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
Bruce Boyd - Yes
Ivy Pittman-Outen –Yes
Bev Reese - Yes
Joyce Sensabaugh – Yes

Beth Tepen – Yes
Meaghan Terry – Yes
Alex Turkmani – Absent
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 *Staff overtime (up to 10 hours per week)* was adopted.

- f. Levy Letter - A motion was made to approve the Levy Letter as presented.

Motion: Meaghan Terry Second: Bruce Boyd

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

Beth Tepen – Yes
Meaghan Terry – Yes
Alex Turkmani – Absent
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 *Levy Letter* is adopted.

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 10: Programming) – Chapter 10 covers library programming. The library meets all standards and complies with all items on both checklists.
- b. Staff/Board Apparel – During their trustee orientation, both Bruce and Bev brought up apparel for board members and library staff. Currently, the library does not budget for this. Amy suggested that Trustees be responsible for the purchase of their own shirts – and that the library begin to budget for staff (1 polo shirt, per employee, per year) beginning in 2022. She will investigate companies and pricing and bring this back up at the October meeting.
- c. Circulation Policy (Review) – Amy found a change that needed to be made after the agenda was already posted. She presented the Board with a copy of the DRAFT Circulation Policy. It will be voted on at the October meeting.
- d. Bylaws (Review) – Amy found several items that need updated in the Bylaws. She presented the trustees of a copy of the DRAFT Bylaws for discussion. It will be voted on at the October meeting.
- e. Board terms – An updated copy of the Board terms was presented to trustees.

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 11)
- Review – Job Descriptions
- Building Maintenance Update (Windows, Awning)
- Per Capita 2022 Requirements (Serving the Public must be emailed to board for review)
- Circulation Policy – Approve
- Bylaws – Approve
- Emergency Connectivity Funds (ECF)
- LTC Grant
- Centennial Celebration (2024) – Meeting Review
- City Council Presentation (Year in Review)?
- RRLD "Face with the Name"
- Staff Development Day (December?)
- Introduction to New Employees

11. The meeting adjourned at: 6:46 pm.

Respectfully Submitted, Crystal McCaw