

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

3. Public Comment: NONE

4. Consent Agenda

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

Motion: Ivy Second: Beth

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 – AB

Bruce Boyd - YES

Ivy Pittman-Outen – YES

Bev Reese -YES

Joyce Sensabaugh – YES

Beth Tepen – YES

Meaghan Terry – YES

Alex Turkmani – 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. Director's Monthly Report:

- a. September 2021 Circulation Statistics –

- Physical materials – checkouts are up 61% from September 2020 (897 to 1444).
- E-material - checkouts are up 13.2% from September 2020 (from 365 to 485). The number of website page views was up by 15.3% from September 2020 (2370 to 2733).

- b. September t 2021 Programming Statistics –

- Active Stats (LIVE events) – attendance is up 85.3% from September 2020 (28 to 126).
- Passive Stats (Pre-Recorded events) – attendance is down 99.8% from September 2020 (1527 to 2). With COVID on the decline, library is transitioning back to active programming from passive. There were not any *virtual* passive programs in September 2021, compared to 16 in 2020. Due to the window remodel, a scavenger hunt was not possible either. Only leftover kits counted as passive programming this month.

- c. Emergency Connectivity Funds – Round 2 is open from September 28th through October 13th. Amy attended a training session with Funding for Libraries on October 6th. After discussing this the board and Amy felt that this was not something we should pursue due to not fitting the library's needs.

- d. LTC Grant (Round 3) – Amy applied prior to the September 16th deadline. Applicants will be notified of their status by the middle of October. She will update the board again at the November meeting. Amy stated that we should hear by the end of the week regarding the grant.

- e. New Staff – Amy hired Minda Powers-Douglas for the part-time Adult Programmer position. Her start date was September 26th. Amy hired Katelynn Hesser for the full-time Youth Services Coordinator position. Her start date was October 5th. Amy hopes to have both trained by mid-November. Once the coordinators are trained, Amy will focus on training Rachel for the Assistant Director position – beginning with item cataloging in December.

- f. Trustee/Staff Contact Sheet – The "Face with a Name" Handout is complete. 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.

- g. City Council Presentation (Year in Review) – Amy will present her “Library Year in Review” to the City Council on Tuesday, October 19th at 6:30pm in the City Hall Council Chambers. She asked that available board members attend her presentation to show their support of the library.
 - h. All Hallows Read (October) – All Hallows Read is a holiday that was created by author Neil Gaiman in 2010. The idea behind All Hallows’ Read is to encourage people to “give someone a book for Halloween.” Rather than a sugary treat, All Hallows’ Read gives someone an experience by connecting that person with a story. In celebration of the holiday, the library will give each patron who checks out an item on October 30th (Hallows Eve) a FREE new book.
 - i. Food for Fines (November) – During the month of November, patrons can bring in a non-perishable (unexpired) food items for credit towards their library fines. Each item removes \$1 in fines, maximum 10 items per patron. Credits will NOT be applied to lost/damaged items or collection fees. Those without fines are also encouraged to donate items as each item will be used anonymously to forgive another patron’s fines. Items must be dropped off at the circulation desk and cannot be placed in book return. All donations will be given to local food pantries in Silvis.
 - j. Winter Reading – Winter Reading Begins December 1st and runs through February 28th. The program will be like last year. Registration and reading logs will be done through the Reader Zone app. After registering online, patrons will be asked to stop into the library to pickup their registration packet/bag. The first 50 children in each age group will receive goody bags for signing up that includes a instructions, calendar of events, s.t.e.m. kit, bag stuffers, and a new book. Teens and Adults will get a registration packet that includes instructions and calendar of events. Prizes will also be awarded at the halfway point and upon competition. Each age group will also have a raffle for program attendance. Sponsored by the Friends of the Library and Royal Neighbors. Amy will update the board with statistics at the March board meeting.
 - k. Narcan Training – Amy is working to schedule Narcan training for a Staff Development Day in December. This will be done through QC Harm Reduction
 - l. 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.
 - Windows – The down payment for the windows was received and the windows have been ordered. Windows are scheduled for delivery on October 13th. Installation should be completed by the end of the month.
 - Awning – Amy has a quote for a shade sail for \$24,000. She also received a quote for a Pergola at \$19,000. On top of the \$5,000 in initial savings, the pergola has a longer expected lifespan and lower maintenance costs. She has suggested to the board that this project come from savings in FY22-23. It will be presented to the budget committee in December. Alex stated that he will look into quotes. He knows individuals that do this.
6. Friends of the Library/Royal Neighbors Update – The Friends group did not meet in September. Their next meeting will be tomorrow, October 12th at 6pm in the library programming room. The quarterly Youth and Teen funding requests (Dec-Feb) will be presented. Quarterly Adult funding requests will be presented in November.
7. UNFINISHED BUSINESS:
- a. OMA Requirements – Currently, there is still no option for OMA training for Public Library staff or trustees. Amy will update the board again next month.
 - b. 2022 Per Capita grant Requirements –
 - This year’s requirements are as follows:
 1. Each Silvis Public Library board member and Rock River Library board member must read Serving Our Public 4.0 on their own.
 - a. The Silvis Library Board was emailed the packet on September 14th. Each member completed the reading prior to their October meeting

- b. Rock River board members were emailed the packet on September 14th. Each member completed the reading prior to the November Board Meeting.
 2. The Silvis Library Board must review the chapter checklists as a group with the library director.
 - a. This was completed tonight (October 11th, Regular Board Meeting)
 - b. All checklists were discussed during the meeting.
 - c. Amy Provided a rundown off all standards on the checklist that the library has recently worked on and are now meeting. These include:
 - i. Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel – The library completed this in 2021.
 - ii. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of cameras is displays.
 1. The library already had signs up notifying the public that cameras are being used.
 2. The library security camera policy was updated in 2021.
 - iii. Ongoing Building Maintenance Checklist – We are now meeting these standards
 1. Parking lot resealed and restriped every 1-3 years.
 2. Alarm system checked once a year.
 3. Lighting inspecting and replaced every three months.
 4. Window cleaning once a year.
 - d. Amy provided a rundown off all standards on the checklist that the library still working towards meeting. (These things still need to be done.) These include:
 - i. Library maintains an understanding of the community by surveys, hearings, and other means – The library is working on surveys to go out through Curbside service. It is their hope that they will get a better sense of what services patrons really need during this difficult time.
 - ii. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
 1. The library has electronic signs on both sides of the building – as well as a “library flag.”
 2. The library would like to work with the City of Silvis to get additional street signs added to guide users to the building.
 - iii. The library partners with young adults in the community to provide opportunities for leadership such as young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.
 1. The library currently has a Teen Advisory Board.
 2. The library hopes to work with local schools, offering volunteer opportunities to teens who are required “Service Hours.”
 3. The library received an LTC Grant that covered the cost of GoToMeetings for T.A.B., PPE supplies for teens, speaker fees, and supplies for programming/volunteering. The Grant also allowed us to host a community conversation that connected teens with local non-profits with service-learning opportunities.
 4. While we made significant progress in this area, there is still work to do. Amy has applied for Round 3 of the LTC Grant to continue strengthening our teen advocacy.
 - iv. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
 1. The library has offered basic computer programs in the past, using library staff. However, the programming was not well attended.

2. The library hopes to partner with community agencies in 2022 to host computer programming for their patrons.
- v. The staff and trustees participate in two or more cooperative activities with other community organization.
 1. Library staff already exceed this standard.
 2. Library board members will be working towards these standards in 2022. However, due to COVID-19, this may not be met until 2023.
- vi. Ongoing Building Maintenance Checklist – The library has several areas that they needed to improve on. Beginning now, these standards will all be met.
 1. Roof maintained TWICE a year
 2. Building façade inspected yearly.
 3. Lighting inspecting and replaced every three months.
 4. Automatic doors inspected every 6 months.

Alex stated that he would look into bids for a new website.
- c. Centennial Celebration Fundraising Committee – The first meeting was held tonight at 5:30 pm in the library programming room.
 - Overview - Fundraising ideas were discussed. The first fundraiser, Yoda library cards, has been ordered.
 - Meeting Dates/Times - The next meeting will be held prior on December 13th at 5pm in the library programming room.
- d. Staff/Board Apparel – Amy priced custom polo shirts from several vendors. Her suggestion is purchasing them through 4imprint.com. The Harriton 5.6 oz. Easy Blend Polo is available S-6X, men’s/women’s styles. Pricing depends on the order size. Amy suggested purchasing 2 for each of the full-time staff and 1 for each part-time employee. At 14 shirts, the cost is \$17.07 each, for a total of \$238.98. Amy will build this into the budget for the next fiscal year.
- e. Staff Overtime - A motion was made to approve staff overtime (up to 10 hours per week), for Rachel Carter, until November 8th to allow the library time to fully train new staff.
Motion: Bev Second: Joyce
 After the motion was moved and seconded, Marigrace opened the floor up to discussion. The board decided that Rachel would be kept at 50 hours until training was completed.

The Board Secretary, Meagha Terry, requested a Roll Call Vote, ending with the Board President.

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

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

- f. AED - A motion was made to approve the purchase of a Cardio Partners AED machine, supplies, 5-year compliance management, and cabinet using funds from library savings.
Motion: Meaghan Second: Alex
 After the motion was moved and seconded, Marigrace opened the floor up to discussion.

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

Amy received quotes from Zool (\$2,734.43) and Cardio Partners (\$2115.14). On top of being lower in price, Cardio Partners is the also the vendor the Silvis Fire Department uses. They highly recommend them. Hopefully training will be completed by the end of the year.

Crystal McCaw – AB

Bruce Boyd - Yes

Ivy Pittman-Outen –Yes

Bev Reese - Yes

Joyce Sensabaugh –Yes

Beth Tepen –Yes

Meaghan Terry – Yes

Alex Turkmani – 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 *purchase of a Cardio Partners AED machine, supplies, 5-year compliance management, and cabinet was approved.*

- g. Circulation Policy - A motion was made to approve the Circulation Policy as presented.

Motion: Alex Second: Bev

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

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

Crystal McCaw – AB

Bruce Boyd - Yes

Ivy Pittman-Outen –Yes

Bev Reese - Yes

Joyce Sensabaugh –Yes

Beth Tepen – Yes

Meaghan Terry – Yes

Alex Turkmani – 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 *Circulation Policy was approved.*

- h. Bylaws - A motion was made to approve the Bylaws as presented.

Motion: Meaghan Second: Bev

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

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

Crystal McCaw – AB

Bruce Boyd - Yes

Ivy Pittman-Outen –Yes

Bev Reese - Yes

Joyce Sensabaugh –Yes

Beth Tepen – Yes

Meaghan Terry – Yes

Alex Turkmani – 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 *Bylaws were approved.*

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 11: Youth/Young Adult Services) – Service for youth is the provision of all library services to young people ages 0 through 18 in the library and the community. While the library meets all standards and complies with all items on both checklists, Amy still feels this is an area where we can continually grow and improve.
- b. Trustee Attendance – The Bylaws section involving trustee meeting attendance (Article IV, Duties, B)
- “To regularly attend Board meetings or to notify the Library Director, if possible, no later than the Friday before if unable to attend. If a Board member is absent from three unexcused or five excused meetings within a year, the Board may recommend to the mayor the appointment be rescinded, the position declared vacant, and a new member appointed.”
 - Marigrace reminded the board of the importance of attending meetings regularly. She also reminded trustees that, when missing a meeting is unavoidable, they still need to reach out to the library director by the Friday before the meeting or it is considered unexcused.
- c. Library Behavior Policy - A motion was made to replace the current Library Use Policy with the Library Behavior Policy as presented.

Motion: Meaghan Second: Joyce

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

discussion.

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

Crystal McCaw – AB

Bruce Boyd - Yes

Ivy Pittman-Outen –Yes

Bev Reese - Yes

Joyce Sensabaugh –Yes

Beth Tepen – Yes

Meaghan Terry –Yes

Alex Turkmani – 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 *Library Behavior Policy* was approved.

- d. Staff Development Day - A motion was made to approve a Staff Development Day for Wednesday, December 15th.

Motion: Bev Second: Beth

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

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

Amy would like to have NARCAN training, AED training, and team building exercises. She would also like to provide staff with lunch.

Crystal McCaw – AB

Bruce Boyd - Yes

Ivy Pittman-Outen –Yes

Bev Reese - Yes

Joyce Sensabaugh – Yes

Beth Tepen – Yes

Meaghan Terry – Yes

Alex Turkmani – 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 *December 15th Staff Development Day* was approved.

- e. Security Concern (Patron) - At 7:51 pm, it was moved to convene in closed session to discuss staff security, as allowed in Exception 8 in Section 2c 5 1LCS 120/2 (A).

Motion: Alex Second: Meaghan

Unanimously approved.

The Board came back from closed executive session at 8:13 pm.

Motion: Alex Second: Meaghan

Unanimously approved.

Security Concern (Continued)

A motion was made to extend a patron's ban for the length of one-year for making threatening comments to staff regarding mask requirements.

Motion: Alex Second: Meaghan

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

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

Crystal McCaw –AB

Bruce Boyd - Yes

Ivy Pittman-Outen –Yes

Bev Reese - Yes

Joyce Sensabaugh –Yes

Beth Tepen – Yes

Meaghan Terry – YEs

Alex Turkmani – 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 one-year patron ban was adopted.

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

- a. Pergola – Amy is pricing for the next fiscal year (library savings) Alex will look into this for bids

- b. Website Redesign – Amy is pricing for the next fiscal year - Alex will look into this for bids
- c. Computers – Staff and patron computers are well beyond their expected lifespan. Jason suggests replacing all staff computers next year and replacing 2 adult computers and 1 teen computer. He would have us rotate out the remaining teen and adult computers over the next three years – and then keep them on this purchase rotation. Amy also wants to replace both of the Children computers with a much newer model. She is pricing this for the next fiscal year (library savings).
- d. City Collaboration (Green Space) – Amy is attempting to work with the city to remove the trees, install a shelter with electricity, and reinforce the retaining wall on the empty lot directly behind the library. She suggests that the library offer to cover half the costs in exchange for using the space for library programming. She is trying to get pricing from Public Works. If reasonable, she would like to build it into the FY22-23 budget. Discussion of how the library would spend \$10,000 to help with redoing the area if the city will work on doing the rest. It's not decided if that will happen or not.
- e. Security Cameras – Amy and the library staff have discovered a significant blindspot that can only be rectified by adding an internal camera. Also, if the Pergola is approved, the back camera will need to be relocated. Amy is pricing this now for FY22-23.
- f. Fire Alarm Box – After the last storm, the fire alarm box became unstable. Our provider believes it may require a new box. Amy will update the board at the next meeting. We need to get bids on this.
- g. Hot Spots – Amy is hoping to get additional hotspots through an EFC grant. If this is unsuccessful, she would like to purchase 10 hotspots and service from library savings in FY22-23.

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 12)
- Review – Job Descriptions
- Building Maintenance Update (Parking Lot, Windows, Awning)
- LTC Grant
- City Council Presentation (Year in Review)
- RRLD "Face with the Name"
- ILA Conference (Oct 12-14)
- Budget Committee
 - Members
 - Meeting Date

11. The meeting adjourned at: 8:21 pm.

Respectfully Submitted, Meaghan Terry - subbing for Crystal McCaw