

1. Call to Order: Marigrace called the meeting to order at 6:02pm.
2. Roll Call:
Present: Marigrace Alonso, Crystal McCaw, Bev Reese, Beth Tepen, Joyce Sensabaugh, Meaghan Terry
Absent: Bruce Boyd, Alex Turkmani, Ivy Pittman-Outen
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: Beth Tepen

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 - Absent
Ivy Pittman-Outen – Absent
Bev Reese - Yes
Joyce Sensabaugh – Yes

Beth Tepen – Yes
Meaghan Terry – Yes
Alex Turkmani – 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. October 2021 Circulation Statistics –

1. Physical materials – checkouts are up 74.4% from October 2020 (886 to 1545).
2. E-material - checkouts are even with October 2020 (from 361 to 361). The number of website page views was down by 7% from October 2020 (4538 to 4192).

- b. October 2021 Programming Statistics –

1. Active Stats (LIVE events) – There was 0 active attendance in October 2020 and 210 in October 2021.
2. Passive Stats (Pre-Recorded events) – attendance is down 98.8% from October 2020 (1523 to 19). With COVID on the decline, library is transitioning back to active programming from passive. There were only 2 passive programs in October 2021, compared to 20 in 2020. Due to the window remodel, a scavenger hunt was not possible either. Only leftover kits counted as passive programming this month.

- c. Programming –

1. All Hallows Read – 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 gave each patron who came to the library on October 30th (Hallows Eve) a FREE new book. The library gave away 53 books to patrons of all ages.
2. Food for Fines – Amy reminded the trustees that the library is accepting non-perishable donations throughout the month of November. They have only received roughly 20 items so far.

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.

3. Winter Reading – Amy reminded the board that Winter Reading Begins December 1st, 2021 and runs through February 28th, 2022. The library is beginning to decorate for the event. Bulletin boards will all have a winter theme. The new picture windows, if installed in time, will be painted with a winter theme by a local artist.
- d. City Council Presentation - Amy presented her Annual Library Report at the October 19th City Council Meeting. A Packet has been provided for each board member to review at their leisure.
- e. ILA Conference – Amy attended the 2021 ILA Conference virtually. This three-day conference offered 60 different training and meeting opportunities. Amy attended 13 sessions during the conference. The records of the remaining sessions are now available to her online. She plans to share this with other staff members for training. Amy gave the board a handout with a synopsis of each course she attended and a list of the remaining sessions.
- f. Tell Your Library Story – Amy just completed the 6-hour remote course, "Telling Your Library Story." This course, hosted by NoveList expert Angela Hursh, will be used to help Amy develop and implement an effective strategy for telling the library's story in a way that's sustainable, tailored to our library's specific needs, and involves all staff. This is a deep-dive course designed to help libraries develop, implement, and measure the library stories they tell to raise awareness and gather support.
- g. Per Capita Grant 2022 – The remaining requirements were completed at the November Rock River Library District. Amy will have both Per Capita Grants completed before the January 15, 2022 deadline.
- h. LTC Grant (Round 3) – The Silvis Library was one of only 100 small and rural libraries selected in the third round of Libraries Transforming Communities (LTC): Focus on Small and Rural Libraries. Over 200 libraries applied nationwide. Only 7 libraries in Illinois were awarded this grant.

The libraries, selected through a competitive peer-reviewed application process, join a list of over 500 small and rural libraries representing 48 states who have previously received the community engagement grants this year. Approximately half of the libraries funded in the current round are repeat grantees, having previously participated in an earlier phase of the community engagement initiative. The Silvis Library is one of those repeat grantees, being awarded funding during the first round of the grant.

Participating library workers complete a free ALA e-course on basic facilitation skills; host at least one conversation with community members on a chosen topic; and receive \$3,000 to support community engagement efforts. Grant funds may cover a range of expenses, including staff time and collections and technology purchases.

In 2021, nearly \$2 million has been awarded to small and rural libraries to help them address issues of concern in their communities. Libraries receive funding to tackle issues ranging from media literacy to COVID-19 safety to unemployment and receive training in how to lead conversations, a skill vital to 21st-century librarianship. The initiative is part of ALA's longtime commitment to preparing library workers for the expanding role of libraries. The Silvis Library is, once again, focusing on community outreach and civic service opportunities for young adults.

- i. Building Maintenance/Projects
 1. 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 spoke to the Preston from Public Works on November 16th. He suggested the library budget for addition gutters around the vestibule. The Public Works Dept will be investigating the parking lot further in the future.
 2. Windows – Amy spoke to the project manager on November 4th. He said that several staff members have had COVID, which put them behind. The windows should be installed by, or before, November 20th.
 3. Awning – Alex is supposed to send Amy possible vendor contacts for this project.
 4. AED – The AED was ordered on November 9th.

5. Fire Alarm Box – A motion was made to approve the switch to Heartland Fire & Security for monthly fire alarm service and the installation of a new fire alarm box.

Motion: Meaghan Terry Second: Beth Tepen

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

Amy has gathered quotes from On Guard Security, Per Mar, and Heartland Security. Based on quotes and concerns with current customer service, Amy suggested the library switch to Heartland.

There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *vendor switch to Heartland* was adopted.

6. City Collaboration (Green Space) – Amy is working with Jim Nelson to set up a meeting with the Parks and Rec Board. She will come back with more information at the December meeting.
7. Website Redesign – Amy has received 3 quotes – but they range in price greatly. She is going to get another quote before the December Budget Meeting. She anticipates budgeting roughly \$7,000 - \$10,000 for this project.

j. Rock River Library District

1. Contact List – The “Face with a Name” Handout for Rock River will be presented at the December meeting.
2. Director Review – The RRLD Board gave Amy her annual Review at the November Board meeting. The gifted her with a bonus. Amy gave Marigrace their reviews for assessment. She will present their average score at the December meeting.
3. Adult Series Collection – The RRLD sponsored the purchase of 78 books to fill 50 adult series (Large Print, Speculative Fiction, Fiction, Inspirational). The total cost was \$ 1,475.87. Amy has ordered these books and they will be added to the collection by the December meeting.
4. Rock River Library District Meeting – Due to limited capacity, the Silvis Library Board and Rock River Library Board will once again miss their joint meeting in December. Amy hopes that by April (when RRLD meets again) the meeting will be able to be held. She will reach out to both boards in April of 2022.

6. Friends of the Library/Royal Neighbors Update – The Friends group met on November 9th. They sponsored 12 library events – totaling \$950.00. They also discussed their new logo and Birdies for Charity. Their next meeting will be January 11th, 2022, at 6pm in the library programming room.

7. UNFINISHED BUSINESS:

- a. OMA Requirements – As of today, the OMA training is still down. The site states:

We are sorry this section of the Illinois Attorney General's is currently down.

Notice to public body members and Open Meetings Act (OMA) designees who are required by section 1.05 of OMA (5 ILCS 120/1.05) to complete the Public Access Counselor's (PAC) electronic training curriculum:

The PAC web page is presently being repaired, therefore the OMA electronic training, as well as the Freedom of Information Act electronic training, are inaccessible. There is no set completion date for the website repairs at this time. Please note public body members and designees are not penalized for failure to complete the electronic training within the statutory time periods.

Please call 1-877-299-3642 if you have any questions

- b. 2023 Per Capita grant Requirements – The 2023 requirements have not been made public yet. Amy will update the board at the December meeting.

8. NEW BUSINESS:

- a. Annual Sexual Harassment Training – Amy will provide all staff and trustees with a link to complete their annual Sexual Harassment training. Last year, the training became available in March, so she expects it to be posted around the same time in 2022. Employees are required to complete this annually. It is highly recommended that all trustees complete the training as well. Amy is asking that all trustees participate.
- b. Serving the Public 4.0 (Chapter 12: Technology) –While the library meets all standards and complies with all items on the checklist, Amy hopes to expand partnerships with other organizations for patron computer training once it can be hosted in-house again (depends on COVID).
- c. Staff Job Evaluations – Amy has completed all Staff Reviews. Based on these reviews, she is going to budget for the same Cost of Living wage increase that all the other city employees will be getting. All Department Heads (Public Works Supervisor, Fire Chief, Police Chief, Library Director, City Clerk, City Administrator, and City Inspector) receive 1% more than their employees.
- d. Director Annual Review – Amy has given Marigrace all Staff Director Reviews and the RRLD Director Reviews. She will go through and average their scores. Amy presented all the Silvis Library Board trustees will their Director’s Review tonight. She has asked that they take it home and return it to the library by next Wednesday, November 24th. Marigrace will then come to collect them and average the scores prior to the December meeting. The Board will review the averaged staff, RRLD, and Silvis Library trustee reviews at the December meeting.
- e. Budget Committee – Discussion
 1. Members: The budget committee will include the following board members:

Amy Fry, Marigrace Alonso , Meaghan Terry and Crystal McCaw.
 2. Meeting Date - The first Budget Committee meeting will be held on January 3, 2022 at 6:00 pm.
- f. Staff Year-End Bonus Matrix - A motion was made to approve the Staff Year-End Bonus Matrix as presented.
Motion: Meaghan Terry Second: Beth Tepen
After the motion was moved and seconded, Marigrace opened the floor up to discussion.

Amy explained the changes from last year. She created a category for 0-1 year and a category for 2-4 years. She moved the amounts accordingly. 20 years or more still maxes out at the same amount. She also included a \$25 COVID bonus again. This was something the board asked for last year.

There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Staff Year-End Bonus Matrix was approved*

9. Library Wishes –

- a. Computers – - A motion was made to approve the purchase of 7 staff and patron desktops, 2 staff laptops, a dock, and extended warranty protection, for up to \$9,000.
Motion: Crystal McCaw Second: Meaghan Terry
After the motion was moved and seconded, Marigrace opened the floor up to discussion.

Staff and patron computers are well beyond their expected lifespan. Jason suggests replacing these computers AS SOON AS POSSIBLE. Due to COVID, pricing has gone up more than 10% in the last year. They are also selling overnight. Originally, Jason found pricing for these computers through Tech Soup, but every one of them was sold out by the next week. He feels that, if we wait, pricing will be

significantly higher, and the computers may not be available, by next year. Amy's computer is already lagging, and it is taking her twice as long to complete tasks. Jason was going to upgrade her memory, but those items are completely sold out too. Amy fears her computer might not even last until May 2022. If these computers are purchased now, we can take the funding from library savings and still stay within the budget appropriations for Capital Development. Amy would still wait to replace both of the Children computers until next FY but would not replace any of the other patron computers until the following year.

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

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

Beth Tepen – Yes
Meaghan Terry – Yes
Alex Turkmani – Absent
Marigrace Alonso – Yes

There are 6 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in affirmative and the ***purchase of 7 staff and patron desktops, 2 staff laptops, a dock, and extended warranty protection, for up to \$9,000 was approved.***

- b. Book Drop – the exterior book drop is full of rust. Amy also believes it may be the cause of the water that is getting behind the paint in that area. Amy is going to investigate the cost of a new book drop and installation. She will then present this at the January Budget Committee for further review.

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 13)
- Review – Job Descriptions
- Building Maintenance Update (Parking Lot, Windows, Awning, Green Space, AED, Fire Alarm Box)
- RRLD "Face with the Name"
- Winter Reading
- Schedule Next Year's Board Meetings
- Per Capita Grant (2022 Update, 2023 Requirements)
- Director's Review
- Budget Committee
 - Review
 - Next Meeting Date

11. The meeting adjourned at: 7:08 pm.

Respectfully Submitted, Crystal McCaw