

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

3. Public Comment: NONE

4. Consent Agenda

- a. A motion was made to approve the Consent Agenda 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 – ABSENT

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. December 2021 Circulation Statistics –

1. Physical materials – checkouts are up 14% from December 2020 (1143 to 1303).
2. E-material - checkouts are down 10.7% from December 2020 (from 446 to 398). The number of website page views was up by 93.7% from December 2020 (3841 to 7441).

- b. December 2021 Programming Statistics –

1. Active Stats (LIVE events) – attendance was down 23.8% from December 2020 (168 to 128).
2. Passive Stats (Pre-Recorded events) – attendance is down 94.9% from December 2020 (842 to 43). The library is trying to transition back to active programming from passive. There were 3 passive programs in December 2021, compared to 12 in 2020.

- c. COVID-19 Restrictions – Amy presented the COVID statistics in Rock Island County for the week of 12/27-1/4. These statistics were provided by the Illinois Department of Public Health website. Positivity rate is Substantial at 20.7% (goal is under 5%). This is the highest our positivity rate has ever been. Hospital bed availability is down to 11% - the lowest it has been during the pandemic. Due to this recent surge, the library is moving from Phase 4 of their COVID Reopening plan, to a hybrid of Phase 2 and Phase 3. Changes include:

- All Programming is being hosted virtually. Kits are available for pickup in the library.
- Library materials will be quarantined for 24 hours (beginning 1/11/22)
- Patron seating was removed (except for computer chairs).
- Patrons and staff must use the hand sanitizing station before touching materials.
- To avoid lowering capacity limits, patrons are asked to limit browsing to 30 minutes.
- While browsing, patrons are asked not to re-shelve items. Tables have been set up for them to place the items. Staff will then quarantine the items for 24 hours before shelving them. (beginning 1/11/22)
- Staff and Patrons must keep 6ft distance at all time.
- Computer usage is limited to 1-hour per day, per patron. (beginning 1/11/22)
- One-on-one computer help is limited to 6ft distance.
- Staff are sanitizing computer stations between uses. (Plastic covers purchased for the keyboards)
- Only one person allowed in the Study Rooms at a time. (No tutoring)

- Curbside Service is being encourage on social media platforms. An additional parking spot is now dedicated to curbside service. (beginning 1/11/22)
 - Patrons must ask for a key to use bathrooms. Staff sanitize all high touch surfaces after each use. (beginning 1/11/22)
 - Amy would like to shorten the hours the library is open to the public again until this surge has subsided and they re-enter Phase 4. Hours would be Mon-Thurs (10a-7pm), Fri-Sat (10a-4pm). Staff would still be in the building, but would use that time for the new COVID precautions. It would give staff time to handle quarantined materials, deep clean surfaces each evening, and prepare Curbside pickups for patrons. Amy will bring this up again later in the meeting, under "New Business."
 - Board meetings will be virtual for the month of February.
- d. Grants and Donations –
1. Per Capita 2022 - the deadline for Per Capita 2022 was moved back to February 15th. Amy has begun working on the Silvis Per Capita Per Capita Grants and will have it completed prior to the deadline.
 2. LTC Grant - The library received the \$3,000.00 for this grant.
 3. Lowell N Johnson - The Lowell N Johnson Foundation, once again, donated \$4,000 to the library. It will be used to purchase hotspots and hotspot service for the coming year.
- e. Building Maintenance/Projects
1. Windows – Amy spoke to the company again on 1/7/22. They are still waiting on one, small piece. It is now due to arrive January 24th. Amy informed the company that, if the part does not arrive on that date, she will be escalating this to the City Clerk.
 2. Parking Lot - No change. Amy will update the board again next month.
 3. Gutters – Amy is still gathering quotes.
 4. AED – Staff completed training. However, they have all requested CPR training. This will be scheduled once COVID rates begin to subside.
 5. Fire Alarm Box – Heartland received the parts last week and are hoping to install this week.
 6. Website Redesign – Amy is still working on getting another quote. She anticipates budgeting \$10,000 for this project. She will bring this back to the board next month.
- f. Centennial Committee - Due to the rise in COVID cases, the Centennial will not meet again until March. If rates are still high at that time, it will be readdressed then.
6. Friends of the Library/Royal Neighbors Update – The Friends meet tomorrow evening. Amy will update the board next month.
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 February meeting.

c. Budget Committee –

1. Meeting Overview - Amy informed the trustees that the rough draft of the Budget was presented to the Budget Committee at their January meeting. Amy was able to turn two part-time positions into one full-time position, as requested by the board. Amy is waiting on the numbers for healthcare. She will have the finished budget at the February Budget Committee Meeting. After their approval, Amy will send the final budget (and the expenditure spreadsheet) to all trustees through an email. The next meeting will be held Monday, February 7th at 6pm. All board members are encouraged to attend.
2. A motion was made to approve the January Budget Committee Minutes was presented.
Motion: Crystal McCaw Second: Bev Reese
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 – ABSENT

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 *January Budget Committee Minutes* was adopted.

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 1: Core Standards) – The library meets all Core Standards.
- b. Policy Reviews

1. Disaster Plan - A motion was made to approve the Disaster Plan was presented.
Motion: Meaghan Terry Second: Alex Turkmani
After the motion was moved and seconded, Marigrace opened the floor up to discussion.

Amy informed the board that the only change needed was updating vendor information.

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 – ABSENT

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 *Disaster Plan* was adopted.

2. Bike Lock Policy - The Bike Lock Policy was reviewed. It did not need changes.
3. Temporary Library Hours - A motion was made to approve the *Temporary Library Hours (Mon-Thurs 10a-7pm, Fri-Sat 10am-4pm)* was presented.
Motion: Bev Reese Second: Bruce Boyd
After the motion was moved and seconded, Marigrace opened the floor up to discussion.

Amy discussed the reasons this change is currently necessary. She also suggested bringing it back to the board monthly to be extended or revoked.

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 – ABSENT

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 *Temporary Library Hours (Monday -Thursday 10a-7pm, Friday - Saturday 10am-4pm)* were approved.

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
- Serving Our Public 4.0 (Chapter 2)
- Review – Job Descriptions
- Building Maintenance Update (Parking Lot, Windows, Awning, Gutters, Fire Alarm Box)
- Virtual Meeting Attending
- List for Unexpected Closing
- Rapid Covid Tests
- Per Capita Grant (2022 Update, 2023 Requirements)
- Budget Committee
 - Review
 - Approve FY22-23 Budget
- Review Closed Session Minutes
- COVID Update
 - Library Hours

11. The meeting adjourned at: 7:31 pm.

Respectfully Submitted, Crystal McCaw