

Silvis Board Meeting – Monday, February 14th, 2022, 6:00 PM

806 1st Avenue, Silvis, IL 61282 (Silvis Library - Programming Room)
<https://meet.goto.com/SilvisPublicLibrary/board-meeting-february-2022>

1. Call to Order: Marigrace called the meeting to order at 6:03pm.
2. Roll Call:
Present: Joyce Sensabaugh (in-person), Bev Reese (in-person), Marigrace Alonso (virtual), Beth Tepen (virtual), Crystal McCaw (virtual), Bruce Boyd (virtual), Ivy Pittman-Outen (virtual), Meaghan Terry (virtual),
Absent: Alex Turkmani
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: 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 – 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. January 2022 Circulation Statistics –

- i. Physical materials – checkouts are up 22.6% from January 2021 (1179 to 1575).
- ii. E-material - checkouts are down 5.4% from January 2021 (from 444 to 468). The number of website page views was up by 89.6% from January 2021 (3824 to 7252).

- b. January 2022 Programming Statistics –

- i. Active Stats (LIVE events) – attendance was down 58% from January 2021 (208 to 86). Teen Programming has slipped significantly since last year. The Youth Service Coordinator has some exciting events planned for the next quarter. The library hopes they will lead to an increase in attendance.
- ii. Passive Stats (Pre-Recorded events) – attendance is down 88% from January 2021 (443 to 53). The library has transitioned away from passive events in 2022.

- c. COVID-19 – Amy presented the COVID statistics in Rock Island County for the week of 1/30-2/7. These statistics were provided by the Illinois Department of Public Health website. Positivity rate is Substantial at 8.7% (goal is under 5%). While the positivity rate is still considered substantial (8-10%), it has declined greatly from its highest level, 21.1% on January 9th, 2022. Hospital bed availability is up to 23% (goal is 20% or more) from its lowest level, 9% on January 9th, 2022.

- i. Relaxed Restrictions/Services – Due to the significant decline in positivity rate, and the increased availability of hospital beds in our area, the library will be relaxing certain restrictions and reimplementing certain services. These changes will begin Monday, February 21st.
 1. Library Hours – The library will resume regular library hours (Monday-Thursday 9am to 8pm, Friday-Saturday 9am to 5pm, Sundays CLOSED)
 2. Browsing Limits – Browsing time limits will be lifted.
 3. Computer Limits – Computer time limits will increase. Patron will be guaranteed 1 hour per day. If the computer is available, they may stay beyond 1 hour. They may use the computer multiple times per day, if available.
 4. Item Quarantine – Items will no longer be quarantined.
 5. Library Furniture – Library Furniture will be returned to the floor.
 6. In-Person Meetings – Meetings will be held in-person, with the option for virtual attendance. Virtual attendance will be allowed as long as the Governor continues to renew the Gubernatorial Disaster Proclamation. The Disaster Proclamation is renewed monthly. Amy will keep the board up to date on any changes.

- ii. Continued Restrictions/Services – At this time, the library will continue certain COVID precautions and services.
 - 1. Hand Sanitizing – Staff and Patrons will be asked to use the Hand Sanitizing Station upon entering the building. Staff will be asked to use sanitizer after each patron interaction.
 - 2. Face Masks – Face masks will still be required for anyone over the age of 2. If a patron does not have a mask, the library will provide one. If a patron is medically unable to wear a mask, the library will make reasonable accommodations and provide Curbside Service.
 - 3. Social Distancing – Patrons and Staff will be asked to continue social distancing.
 - 4. Plastic Barriers – The Acrylic Barriers will remain at the Circulation Counter. This is a permanent change.
 - 5. Virtual Programming – Programming will remain virtual. Patrons can register for kits through Engaged Patrons and pick them up at the Circulation Desk. Amy would like to run a FB ad to promote their kits. She is looking onto costs.
 - 6. Curbside Service – Two parking spots will remain dedicated to Curbside Service.
 - iii. COVID Sick Pay – Amy lead a discussion regarding COVID Sick Pay. She informed the trustees that the other City of Silvis departments are no longer offering their employees sick pay for COVID. Amy suggested we do *not* rescind our COVID Sick Pay Resolution, but possibly tweak it. She noted that all the other City employees are part of a union and have sick pay. However, the library staff is not part of the union and only receives sick pay if they are full-time. Only three (3) of the nine (9) library staff are full-time. Library wages are also significantly lower than other City departments. Amy worries that, without COVID Sick Pay, the staff may not feel like they can afford to take time off work and will avoid getting tested. Amy suggested that the board tweak the policy to guarantee COVID pay only to employees who are fully vaccinated and boosted. This could encourage unvaccinated employees to get vaccinated, and in turn, decrease chances of a staff breakout. Amy will present an updated policy to the board for a vote at the next meeting.
 - iv. COVID Rapid Tests – Per board suggestion, Amy investigated the cost and availability of COVID tests for the staff. Currently, they are available at Walmart ranging from \$18-\$20 per 2-pack. Amy will purchase 15 packs for the staff. This will be enough to give the three (3) significantly part-time employees 1 pack each and the remaining six (6) staff members 2 packs each. The funds would be taken out of Contingency (\$270 to \$300). Amy stated that this will be the only time this fiscal year that the budget will allow for this purchase.
- d. Per Capita 2022 - Amy completed the Silvis and Rock River Per Capita Grants for 2022.
- e. Building Maintenance/Projects
- i. Windows – The windows were completed on February 1st. Tom Lupinski, City Inspector, will be down to inspect them this week. If they pass, which Amy believes they will, the balance will be sent to the company. Amy is very pleased with the outcome.
 - ii. Fire Alarm Box – Heartland has installed the fire box. Amy is trying to schedule a time for the company and fire chief to come and test/inspect it – hopefully next week. Amy ended the contract with the previous vendor.
 - iii. Website Redesign – Amy is still working on getting another quote. She budgeted \$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.
- i. History Book Update – Amy retrieved the copy of the current History Book (on a flash drive). She is once again looking for an author to update the book. She will update the board when she finds an interested party.
 - ii. Fundraising Ideas – Amy is investigating three new fundraising ideas – popcorn, coupon books, and t-shirts. She will update the Centennial Committee at the March 14th, 5pm, meeting.
- g. Assistant Director (Cataloging Training) – Rachel has begun cataloging training. The program takes at least 6 months. Once she completes the online courses, she will begin hands-on training with the library's cataloger, Shay VanDeWoestyne.
6. Friends of the Library/Royal Neighbors Update – The Friends canceled their February meeting. 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

However, The Illinois Attorney General is now offering webinars from the Public Access Counselor. These webinars do not take the place of the OMA training requirement, but they are highly encouraged. Amy asked each trustee to complete one of the *Open Meetings Act – Better Understanding and Compliance* webinars (offered March 16, April 12, and May 12, 2022) prior to the May Meeting. Amy will complete the OMA webinar and the *FOIA for Public Bodies* webinar. To register for an OMA webinar, the trustees will click on the Zoom registration link and be directed to the registration site. Amy emailed all registration information to the board on February 11th. Amy is going to reach out to see if the webinars will be recorded.

- Wednesday, March 16, 2022 (10:00 a.m. – 12:00 p.m.)
 - https://ilattorneygeneral-gov.zoom.us/webinar/register/WN_Vs1rSNXDTv6YuMjce10NAw
- Tuesday, April 12, 2022 (10:00 a.m. – 12:00 p.m.)
 - https://ilattorneygeneral-gov.zoom.us/webinar/register/WN_S9WFJskNSi6GJ6BmAWCNRg
- Thursday, May 12, 2022 (10:00 a.m. – 12:00 p.m.)
 - https://ilattorneygeneral-gov.zoom.us/webinar/register/WN_BWnle62ATj00h4HFPp0aDA

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

c. Budget Committee –

i. Meeting Overview - Amy informed the trustees that the final version of the Budget was presented to the Budget Committee at their February 7th meeting. Amy was able to turn two part-time positions into one full-time position, as requested by the board. Five (5) board members attended the meeting. All trustees approved of the budget. Amy sent the final budget (and the expenditure spreadsheet) to all trustees through an email.

ii. A motion was made to approve the February Budget Committee Minutes as presented.

Motion: Meaghan Terry Second: Crystal McCaw

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 *February Budget Committee Minutes* was adopted.

8. NEW BUSINESS:

a. Serving the Public 4.0 (Chapter 2 & 3: Governance and Administration & Personnel)

i. Chapter 2: Governance and Administration

1. Overview - Illinois public libraries are governed by boards of trustees according to the provisions in the *Illinois Compiled Statutes*. The libraries must be staffed by a qualified librarian, be administered by a board of trustees, file an Illinois Public Library Annual Report (IPLAR), have a written mission statement and a long range/strategic plan, and periodically review policies and procedures to meet the needs of their community. The three roles of a library trustee are to hire the library administrator (Director), make library policy, and approve library budgets. The library administrator (Director) is responsible for administering library policy, management of day-to-day operations, collection development, technology plans, and staffing decisions. The Director must provide the board with clear, relevant, and timely information that will enable it to make informed decisions regarding policy, planning, and budget.

2. Standards - The library meets all *Governance and Administrations Standards*, except for number 6.

a. 6 - On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertaining to libraries and reports on this activity to the full board.

There are 8 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *amended October 2021 and December 2021 Bill Sheets* were approved.

- h. FY22-23 Budget- A motion to approve the *FY22-23 Budget* was presented.

Motion: Meaghan Terry Second: Joyce Sensabaugh

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 *FY22-23 Budget* was approved.

9. Library Wishes (Staff Development Days: February 17th & May 19th) – A motion to approve the *February 17th and May 19th Staff Development Days* was presented.

Motion: Crystal McCaw Second: Beth Tepen

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

Amy stated that the library holds a Staff Development Day each quarter, but they fell behind. To get back on the correct quarterly schedule, they would like to have one on February 17th (that will be used to put the library back together from COVID restrictions) and one on May 19th (to discuss the upcoming Summer Reading Program). That will put them back on the previous schedule of August, November (WRP), February, May (SRP) of each year

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 *February 17th and May 19th Staff Development Days* were approved.

10. Items to be placed on next month's agenda

- OMA Trustee Requirements Update
- Serving Our Public 4.0 (Chapter 4)
- Job Descriptions (Circulation Manager) - Approve
- Policy Review – Strategic Plan (Discussion)
- Building Maintenance Update (Parking Lot, Windows, Awning, Gutters, Fire Alarm Box)
- Per Capita Grant (2023 Requirements)
- COVID Update
- Website Quotes – Discussion
- the Gubernatorial Disaster Proclamation
- FB Ad for Kits
- COVID Sick Pay
- Centennial Committee Update
- Friends/RN Meeting Update
- OMA/FOIA Training Update (trustees & Director) - Reminder
- Trustee Continuing Education Activity – Discussion
- Updated Salary Matrix
- Handout of statutes and regulations relevant to personnel administration – Questions? Discussion?
- RRLD Contract – Approve
- ILLINET Survey & Library Certification
- WRP Statistics

11. Items to be discussed at future meetings

- Review Closed Session Minutes
- Facility Systems list (with maintenance operations)
- Building Maintenance/Repair Checklist
- Capital Asset Plan
- OMA/FOIA Training Update (trustees & Director) – May (Discussion)

The meeting adjourned at: 7:31 pm.

Respectfully Submitted, Crystal McCaw