

**Silvis Board Meeting – Monday, March 14<sup>th</sup>, 2022, 6:00 PM**  
806 1st Avenue, Silvis, IL 61282 (Silvis Library - Programming Room)  
<https://meet.goto.com/SilvisPublicLibrary/silvis-library-march-board-meeting>

1. Call to Order: Marigrace called the meeting to order at 6:00 pm.
2. Roll Call:  
Present: Joyce Sensabaugh (in-person), Bev Reese (in-person), Marigrace Alonso (in-person), Crystal McCaw (in-person), Bruce Boyd (in-person), Ivy Pittman-Outen (virtual), Alex Turkmani (in-person)  
Absent: Beth Tepen, Meaghan Terry  
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: 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 –Yes

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

**There are 7 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. February 2022 Circulation Statistics –
  - i. Physical materials – checkouts are up 77.8% from February 2021 (1043 to 1854).
  - ii. E-material - checkouts are down 4.8% from February 2021 (from 419 to 399).
- b. February 2022 Programming Statistics –
  - i. Active Stats (LIVE events) – attendance was up 2.7% from February 2021 (188 to 193).
  - ii. Passive Stats (Pre-Recorded events) – attendance is down 78.2% from February 2021 (303 to 66). The library has transitioned away from passive events in 2022.
- c. Winter Reading Program – Amy presented the statistics from this year's Winter Reading Program. 36 adults, 29 children, and 7 teens participated. 29 adults, 24 children, and 5 teens completed the program.
- d. COVID-19 – Due to the decreased transmission rates in our area, and the changes to the CDC guidelines, the library is rolling back some restrictions, but keeping others
  - i. Relaxed Restrictions
    1. Mask Recommended (Patrons) – masks are now recommended, but not required, for patrons.
    2. In-Person Programming (Hybrid) –
      - a. Adults/Teens - The library will be going back to in-person Adult and Teen programming in April. They will provide kits to those who are not comfortable attending.
      - b. Children – Children's in-person programming will begin June 1<sup>st</sup>. Kits will be available to those who are not comfortable attending.
  - ii. Continued Restrictions
    1. Mask Required (Staff) – At this time, staff are still required to wear masks.
    2. Social Distancing – 6ft social distancing will remain in place.
    3. Plastic Barriers – Plastic barriers will remain at the Circulation Counter.
    4. Curbside Service – Curbside Service will continue.
- e. Building Maintenance/Projects
  - i. 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.
  - ii. Parking Lot – Public Works will be fixing our parking lot when the weather improves.
  - iii. Sidewalk – Public Works will be fixing the sidewalk in the next fiscal year.
  - iv. Website Redesign – Amy will present all quotes at the April Meeting

- f. Centennial Committee -
    - i. Fundraising Ideas – Amy is investigated three new fundraising ideas – popcorn, coupon books, and t-shirts. She is going to partner with City Hall, Silvis Police, and Silvis Fire Department to sell coupon booklets. Amy is also going to look into the cost of making postcards from our vintage photos. She hopes to have them printed by April.
    - ii. Partnership with City Hall – Amy will be partnering with Amy Malmstrom and Nevada Lemke on future fundraising events for the Centennial.
  - g. ILLINET & Library Certification – Amy will have the Library Certification and ILLINET report done prior to the March 31<sup>st</sup> deadline.
  - h. Statutes & Regulations Packet – Amy presented the board with a document that includes the links to all of the statutes and Regulations listed in Serving the Public 4.0 (Chapter 3).
6. Friends of the Library/Royal Neighbors Update – The Friends meet virtually in March. The Friends sponsored a graphic novel series and the museum passes, totaling \$460.00. They also discussed their upcoming Good Friday Bake Sale and Birdies for Charity. The Royal Neighbors sponsored 26 programs, totaling \$1,288.81.

7. UNFINISHED BUSINESS:

- a. OMA Requirements – The OMA training is available on the website. Amy emailed instructions to all board members and included them in the Board Packet. She has asked that trustees complete this training prior to the April meeting. Joyce, Crystal, Bruce, and Bev have already completed the training.
- b. 2023 Per Capita grant Requirements – The 2023 requirements have not been made public yet. Amy will update the board at the April meeting.
- c. Salary Matrix – Amy presented the current Salary Matrix for review and discussion. It will be voted on at the April meeting.
- d. COVID Sick Pay Policy – A motion was made to approve the Amended COVID Sick Pay Policy as presented.  
**Motion: Bev Reese    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	Marigrace Alonso – Yes
Bruce Boyd - No	Beth Tepen – ABSENT
Ivy Pittman-Outen – Yes	Meaghan Terry – ABSENT
Bev Reese - Yes	Alex Turkmani – NO
Joyce Sensabaugh – Yes	

**There are 5 votes in the affirmative and 2 votes in the negative. There is a two-thirds vote in the affirmative and the *Amended COVID Sick Pay Policy* is adopted.**

- e. Rock River Library District Contract - A motion was made to approve the Rock River Library District Contract as presented.  
**Motion: Alex Turkmani    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	Marigrace Alonso – Yes
Bruce Boyd - Yes	Beth Tepen – ABSENT
Ivy Pittman-Outen – Yes	Meaghan Terry – ABSENT
Bev Reese - Yes	Alex Turkmani – Yes
Joyce Sensabaugh – Yes	

**There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Rock River Library District Contract* is adopted.**

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 4: Access) – The library is current on standards and checklist items for Chapter 4
- b. Policy Review (Strategic Plan) – Amy presented a draft 2022-2024 Strategic Plan for discussion. A final draft will be voted on at the April meeting.
- c. Job Description (Circulation Manager) - A motion was made to approve the Circulation Manager Job Description as presented.

**Motion: Alex Turkmani 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

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

**There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Circulation Manager Job Description* is adopted.**

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

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

- Serving Our Public 4.0 (Chapter 5)
- Policy Review – Strategic Plan (Approve)
- Building Maintenance Update
- Per Capita Grant (2023 Requirements)
- COVID Update
- Website Quotes
- the Gubernatorial Disaster Proclamation
- Centennial Committee Update
- Friends/RN Meeting Update
- OMA/FOIA Training Update (trustees & Director) - Reminder
- Trustee Continuing Education Activity – Discussion
- Updated Salary Matrix (Approve)
- ILLINET Survey & Library Certification
- Summer Reading 2022
- Nomination of Officers

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: 6:44 pm.

Respectfully Submitted, Crystal McCaw