

Silvis Board Meeting – Monday, April 11, 2022, 6:00 PM

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

1. Call to Order: Marigrace called the meeting to order at 6:02 pm.
2. Roll Call:
Present: Bev Reese, Meaghan Terry, Joyce Sensabaugh, Bruce Boyd, Beth Tepen, Crystal McCaw, Ivy Pittman-Outen, Marigrace Alonso, Alex Turkmani
Absent: NONE
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: 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
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 9 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. March 2022 Circulation Statistics –
 - i. Physical materials – checkouts are up 79.4% from March 2021 (1131 to 2029).
 - ii. E-material - checkouts are down 6.9% from March 2021 (from 434 to 404).
- b. March 2022 Programming Statistics –
 - i. Active Stats (LIVE events) – attendance was down 17.8% from March 2021 (185 to 152).
 - ii. Passive Stats (Pre-Recorded events) – attendance is down 86.8% from March 2021 (302 to 40). The library has transitioned away from passive events in 2022.
- c. PrairieCat Annual Report – Amy presented the board with the library consortium's Annual Report. The annual report reviews all services that were provided from July 2022-June 2021.
- d. Summer Reading Program "Read Beyond the Beaten Path" – Summer Reading will run from June 1st – July 31st. Amy hopes to do all programming –in-person. The library has received donations from 21 local organizations. These donations include reading incentives and monetary funds.
- e. Building Maintenance/Projects
 - i. Fire Alarm Box – The new fire alarm system was tested by Fire Chief Winters. The system passed inspection.
 - ii. Website Redesign – Amy is still gathering local quotes. She plans to present them at the May meeting.
 - iii. Catalog Development – Amy, and the library staff, have been working on large-scale collection development projects since 2019. The bulk of the work has now been completed. Amy suggested the trustees take some time to browse through the library shelves to see the change for themselves.
- f. Centennial Committee - 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 May.
- g. ILLINET & Library Certification – Amy completed the Library Certification and ILLINET reports, for both Silvis Public Library and Rock River Library District, prior to the March 31st deadline.
- h. Annual FOIA Certification (Director) – Amy completed her 2022 FOIA Certification.

- i. Annual OMA Certification (Director/Trustees – Amy completed her 2022 OMA Certification. Trustees: Alex Turkmani and Joyce Sensabaugh completed their certification (once per term) prior to the website going down last year. Trustees Beth Tepen, Crystal McCaw, Bruce Boyd, Ivy Pittman-Outen, and Bev Reese have completed their OMA Certification for this term when the website was repaired last month. Marigrace Alonso and Meaghan Terry still need to complete their OMA certification for this term.
 - j. Cataloging Training (Assistant Director) – Rachel was able to begin her cataloging training this month. Per PrairieCat, this training will take at least 6 months before she will be certified to catalog.
 - k. Janitorial Opening – The library’s custodian is retiring. Her last day will be April 22nd. Amy is investigating replacement options. She will update the board at the May meeting.
6. Friends of the Library/Royal Neighbors Update – The Friends are not meeting in April. Amy asked the trustees to please donate their time, bake items for the bake sale, or stop by and purchase goodies. Baked goods should be dropped off to the library by 5pm on Thursday. Those who would like to volunteer their time should reach out through email at friendsofsilvislibrary@gmail.com The bake sale run this Friday from 10am-3pm in the library programming room. This is the Friends only annual fundraiser, but due to COVID, they could not host for the last two years. The Friends sponsor the majority of the library’s programming, as well as many special projects.

7. UNFINISHED BUSINESS:

- a. 2023 Per Capita grant Requirements – The 2023 requirements have not been made public yet. Amy will update the board at the May meeting.
- b. Trustee Continuing Education (Serving the Public 4.0, Governance and Administration Standards, #6) – On an annual basis, each trustee must participate 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. Amy suggested that the board take turns (possibly alphabetically by last name) fulfilling this responsibility monthly. Their report would then become an Agenda item for the following month. Amy suggested: webinars, library visits, articles on librarianship.
- c. Salary Matrix – A motion was made to approve the 2022 Salary Matrix as presented.
Motion: Ivy Pittman-Outen Second: Alex Turkmani

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 – Yes
Ivy Pittman-Outen – Yes	Meaghan Terry – Yes
Bev Reese - Yes	Alex Turkmani – Yes
Joyce Sensabaugh – Yes	

There are 9 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the 2022 Salary Matrix was adopted.

- d. Strategic Plan 2022-2024 – A motion was made to approve the 2022-2024 Strategic Plan.
Motion: Bev Reese 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 –Yes
Ivy Pittman-Outen –Yes	Meaghan Terry –Yes
Bev Reese - Yes	Alex Turkmani –Yes
Joyce Sensabaugh – Yes	

There are 9 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the 2022-2024 Strategic Plan was adopted.

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 5: Building Infrastructure and Maintenance) – The library has several areas on the Building Maintenance Checklist that need improvement.
 - i. Roof maintained TWICE a year
 - ii. Building façade inspected yearly.
 - iii. Lighting inspecting and replaced every three months.
 - iv. Automatic doors inspected every 6 months
- b. Policy Review (Cell Phone) – Amy presented the current Cell Phone Policy. No changes were needed.
- c. Job Description (Assistant Director Amy presented the current Assistant Director job description. No changes were needed.
- d. Nomination of Officers - There were nominations for the positions of president, vice president and secretary. Elections will be held next month.
 - i. Meaghan Terry was nominated for the position of President by Crystal McCaw.
 - ii. Marigrace Alonso was nominated for the position of President by Joyce Sensabaugh.
 - iii. Beth Tepen was nominated for the position of President by Marigrace Alonso.
 - iv. Beth Tepen was nominated for the position of Vice President by Alex Turkmani.
 - v. Meaghan Terry was nominated for the position of Vice President by ii. Marigrace Alonso.
 - vi. Alex Turkmani was nominated for the position of Secretary by Marigrace Alonso.
 - vii. Crystal McCaw was nominated for the position of Secretary by Bev Reese.
 - viii. Expiring Terms: Joyce Sensabaugh, Crystal McCaw, and Meaghan Terry all have expiring terms in 2022. Amy asked if they wish to stay on for another 3-year term. Amy will inform Mayor Carter of their answer.

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 6)
- Policy Review – Behavior Policy
- Building Maintenance Update
- Per Capita Grant (2023 Requirements)
- COVID Update
- Website Quotes
- the Gubernatorial Disaster Proclamation
- Centennial Committee Update
- Friends/RN Meeting & Bake Sale Update
- OMA Training Update (Marigrace and Meaghan) -
- Trustee Continuing Education Activity – Discussion
- Election of Officers
- Hot Spot Donation (Kiwanis)
- Review Closed Session Minutes

11. Items to be discussed at future meetings

- Facility Systems list (with maintenance operations)
- Building Maintenance/Repair Checklist
- Capital Asset Plan

The meeting adjourned at: 6:49 pm.

Respectfully Submitted, Crystal McCaw