

Silvis Board Meeting – Monday, May 9th, 2022, 6:00 PM
806 1st Avenue, Silvis, IL 61282 (Silvis Library - Programming Room)

1. Call to Order: Marigrace called the meeting to order at 6:07pm.
2. Roll Call:
Present: Marigrace Alonso, Crystal McCaw, Meaghan Terry, Bruce, Boyd, Beth Tepen, Ivy Pittman- Outen (virtural), Alex Turkmani
Absent: Bev Reese
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 - Absent

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. April 2022 Circulation Statistics –
 - i. Physical materials – checkouts are up 28.5% from April 2021 (1505 to 1934).
 - ii. E-material - checkouts are down 7.8% from April 2021 (from 497 to 458).
- b. April 2022 Programming Statistics –
 - i. Active Stats (LIVE events) – attendance was down 31.8% from April 2021 (192 to 131).
 - ii. Passive Stats (Pre-Recorded events) – attendance is down 84.7% from April 2021 (274 to 42). The library has transitioned away from passive events in 2022.
- c. FY21-22 Director Hours/Salary – Amy presented her total hours worked for the year, 2411.75. Her average hours worked per pay period was 93. Her averaged hourly wage was also presented.
- d. Building Maintenance/Projects
 - i. Parking Lot – Amy spoke with Nevada Lemke (City Administrator) to discuss the parking lot. They have a quote and will update us with more details asap.
 - ii. Website Redesign – Amy is still gathering local quotes. She plans to present them at the June meeting.
 - iii. Water Fountain – Amy is looking into pricing to replace the library's water fountain. She will present them at the June meeting. Alex suggested Northwest Plumbing.
- e. COVID-19 Update – The library now has all patron computers available, toys/games in Children/Teen areas, and in-person adult/teen programming. In-person Children's events begin in June.
- f. Summer Reading Program "Read Beyond the Beaten Path" – The library is full decorated, including window paintings by local artist, Atlanta Dawn. Youth Services Coordinator, Katelynn Lesage, is promoting the program through school/daycare visits. Online promotion has begun.
- g. 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 June.

- ii. Meeting Date – The Centennial committee will meet Monday, June 13th at 5pm (Silvis Library Programming Room).
 - h. Rock River Library District (Joint Meeting) – Now that both boards can meet in person, RRLD would like to join a Silvis Board meeting. Amy will update the trustees at the June Meeting.
 - i. FY21-22 Revenue & Expenses – Amy presented the FINAL Revenue & Expense Report for FY21-22. Revenue was much higher than expected, due to an unexpectedly large Replacement Tax. Expenses were slightly higher than expected, due to the window purchase coming out of this FY instead of last. Remaining revenue has been move to Library Savings.
6. Friends of the Library/Royal Neighbors Update – The Friends will meet May 10th. Their Good Friday Bake Sale raised \$621. Royal Neighbors will match that amount, bringing to total to \$1282.

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 June meeting.
- b. Annual OMA Certification (Trustees) – Marigrace Alonso completed her OMA training. Meaghan Terry still needs to complete their OMA certification for this term.
- c. Trustee Continuing Education (Meaghan Terry) – Meaghan Terry presented and discussed two articles from the Library Journal – one on librarian burnout, one on banned books. Amy will send out a scanned copy of each article to all trustees tomorrow.
- d. Election of Officers –
 - i. Expiring Board Terms - Crystal McCaw and Meaghan Terry have expiring terms. They have both agreed to stay on the board for an additional 3-year term. Crystal mentioned that this may change if she relocates. Amy informed the Trustees that they will need to be sworn in again. Mayor Carter plans to do this in June.

- ii. President: - Marigrace Alonso, Beth Tepen and Meaghan Terry were each nominated for President at the April meeting. Marigrace and Meaghan Terry have chosen *not* to run for the position.

A motion was made to elect Beth Tepen for President.

Motion: Meaghan Terry Second: Alex Turkmani

After the motion was moved and seconded, Marigrace opened the floor up to discussion. Prior to the vote, Beth and Meaghan were each given time to speak about their qualifications. Votes were tallied.

Beth Tepen was unanimously elected as Board President.

- iii. Vice-President: Beth Tepen and Meaghan Terry were both nominated for Vice President at the April meeting. Beth Tepen was elected as President and will not be running for the position.

A motion was made to elect Meaghan Terry for Vice President.

Motion: Crystal. McCaw Second: Alex Turkmani

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

Meaghan Terry was unanimously elected as Board Vice President.

- iv. Secretary: Alex Turkmani and Crystal McCaw were both nominated for Secretary at the April meeting. Crystal has chosen *not* to run for the position.

A motion was made to elect Alex Turkmani for Secretary.

Motion: Crystal McCaw Second: Bruce Boyd

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

Alex Turkmani was unanimously elected as Board Secretary.

e. Closed Session Minutes –

At 6:46 pm, it was moved to convene in closed session to review all closed session minutes from January 2020-April 2022, as allowed in 2(a) 5 ILCS 120/2(c).

Motion: Alex Turkmani Second: Meaghan Terry
Unanimously approved.

The Board came back from closed executive session at 6:50 pm.

Motion: Meaghan Terry Second: Beth Tepen
Unanimously approved.

A motion was made *not* to release the closed session minutes and keep them on file.

Motion: Alex Turkmani Second: Meaghan Terry

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 - 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 *Closed Session minutes from January 2020-April 2022 will not be released and will be kept on file.*

8. NEW BUSINESS:

a. Board Resignations –

- i. Joyce Sensabaugh resigned in April. Mayor Carter is aware of the opening and is actively looking to fill it.
- ii. Marigrace Alonso officially resigned at tonight’s meeting. She will formally inform the mayor asap.

b. Serving the Public 4.0 (Chapter 6: Safety) – The library meets all safety standards/checklist items, except having a NARCAN kit with staff training. Amy will investigate this further and update board at the next meeting.

c. Policy Review

- i. Behavior Policy – Amy presented the current Behavior Policy. No changes were needed.
- ii. General Policy – Amy presented the current General Policy. No changes were needed.
- iii. Personnel Policy – A motion was made to approve the Personnel Policy as presented.

Motion: Alex Turkmani Second: Meaghan Terry

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

Amy presented the updates to the board. The only change would be that salaried employees must work 80 per pay period (or more), instead of 40 hours per week (or more). This is inline with all other City Department Heads.

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

Crystal McCaw – Yes	Beth Tepen – Yes
Bruce Boyd - Yes	Meaghan Terry – Yes
Ivy Pittman-Outen – Yes	Alex Turkmani – Yes
Bev Reese - Absent	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 *updated Personnel Policy* 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 7)
- Policy Review – Investment Policy
- Building Maintenance Update
- Per Capita Grant (2023 Requirements)
- Website Quotes
- Centennial Committee Update
- Friends/RN Meeting Update
- OMA Training Update (Meaghan Terry) –
- Trustee Continuing Education Activity (Alex) – Discussion

- Summer Reading Program Update
- IPLAR Status
- NARCAN kit and/or automated external defibrillator (AED) with staff training
- Board Email address for website (Checked by *New President?* Gmail?)
- Non-Resident Card Program
- Fine Free motion
- Custodian Position
- Meaghan Terry will not be at the June & July meeting
- Ivy will not be at the June Meeting

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: 7:16 pm.

Respectfully Submitted, Crystal McCaw