

**Silvis Board Meeting – Monday, June 13th, 2022, 6:00 PM**  
806 1st Avenue, Silvis, IL 61282 (Silvis Library - Programming Room)

1. Call to Order: Beth Tepen called the meeting to order at 6:05 pm.
2. Roll Call:  
Present: Beth Tepen, Alex Turkmani, Bruce Boyd, Gloria Douglas, Holly Landry, Crystal McCaw  
Absent: Ivy Pittman-Outen, Meaghan Terry, Bev Reese  
Staff: Amy Fry-Gordon

3. Public Comment: NONE

4. Consent Agenda

- a. A motion was made to approve the Consent Agenda as presented.

**Motion: Bruce Boyd Second: Holly Landry**

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

The Board Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – Yes  
Bruce Boyd - Yes  
Gloria Douglas – Yes  
Holly Landry – Yes

Ivy Pittman-Outen – ABSENT  
Crystal McCaw – Yes  
Bev Reese - ABSENT  
Meaghan Terry – ABSENT  
Beth Tepen – 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. Trustee Introductions – Amy introduced the new trustees, Gloria Douglas and Holly Landry. Both Trustees have been sworn in, completed their OMA training, and the Trustee Orientation.
- b. May 2022 Circulation Statistics –
  - i. Physical materials – checkouts are up 21.5% from May 2021 (1305 to 1586).
  - ii. E-material - checkouts are down 12% from May 2021 (from 475 to 418).
- c. May 2022 Programming Statistics –
  - i. Active Stats (LIVE events) – attendance was up 67.4% from May 2021 (187 to 313).
  - ii. Passive Stats (Takeaway kits/Scavenger Hunt) – Participation is up 81.3% from May 2021 (16 to 29).
    1. Amy mentioned that this year's IPLAR changed significantly in the section on Program Statistics.
    2. Beginning next month, stats will be tracked differently, to match IPLAR requirements.
- d. Wireless Usage – The library is now able to track statistics for wireless usage. This is needed on the IPLAR each year.
- e. Return on Investment – Amy is now able to track "Return on Investment through" PrairieCat each month. However, this does not include programming or room usage.
- f. Summer Reading Update – Just one week into Summer Reading, the library already had 195 participants (172 through the Reader Zone app and 23 through paper logs). They have already read 32,177 pages (132 books). Amy is really excited about the increase in registrations and in-person program attendance. She will update us again at the July meeting.
- g. LTC grant Outcome – The library had 25 participants for their training workshop and 13 participants to their Community Talk. Amy was very pleased with the outcome. They intend to host a Civic Fair in August or September. Blackhawk College has offered to hold it there. Youth Services Coordinator, Katelynn Lesage, will oversee this event. Amy completed her Grant Report prior to the June 30<sup>th</sup> deadline.
- h. Building Maintenance/Projects
  - i. Website Redesign – Amy presented all the website quotes. After discussion, the trustees were leaning towards Grace at Work as the vendor. This will be voted on later in the meeting.
  - ii. Water Fountain – After the May board meeting, the library fountain began to work again! Since this was not a budget expense, Amy is going to wait on the purchase if possible – hopefully another fiscal year.
- i. Centennial Celebration – Amy discussed the June Centennial Committee meeting.
  - i. Fundraising efforts – The committee is still selling Yoda library cards. This will continue until the cards have run out. In September, the committee will begin selling coupon books. Amy asked each trustee to commit to selling at least 5 books. She passed around sign-up sheet. Amy created 16 postcards. They will be purchased and sold beginning in July. They will be available at the library, City Hall, the Police Department, and Fire Department. Cost will be \$1 each or 6 for \$5. Amy is looking into popcorn sales for

the next fundraiser (possibly November). Amy is also looking into t-shirts. She will update the board again in July.

- ii. The next Centennial Committee Meeting will be July 11<sup>th</sup> at 5:30pm in the Silvis Public Library Programming Room.
  - j. 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 again August meeting.
  - k. Fine Free – Amy has postponed further discussion until Summer Reading has been completed. Currently, fine amnesty cards are being used as one of the prizes. This will be on the agenda again in September.
  - l. Custodian Position – Due to the fact that Amy knew both applicants personally, Rachel led the hiring. She reached out to Beth Tepen following the interview phase. Per Roberts Rules of Order, board trustees are allowed to give input, but are not allowed to have a final say in hiring of employees, other than the Library Director. After discussing with Beth, Rachel chose Daniel Ramos to replace Gloria Douglas. His first day of training was Sunday, May 29<sup>th</sup>.
  - m. Staff Training – Amy discussed upcoming staff training.
    - i. NARCAN – Amy is partnering with QC Harm Reduction for staff training on July 15th. They will provide nasal kits for every employee. The training and supplies are at no cost.
    - ii. AED/Red Cross – Rachel is scheduling this. Amy will update the board again at the July meeting.
    - iii. Active Shooter – Police Chief VanKlaveren has agreed to set this up for the library when he returns from vacation. Amy will update the board at the July meeting.
6. Friends of the Library/Royal Neighbors Update – The Friends/RN met in May. The Friends sponsored several book purchases and the Reader Zone application for Summer Reading, totaling \$393.00. Royal Neighbors sponsored 7 library events and kits supplies for all-ages, totaling \$976.00. They will not be meeting in June.

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 July meeting.
- b. Annual OMA Certification (Trustees) – Meaghan Terry still needs to complete their OMA certification for this term. New Trustees, Gloria Douglas and Holly Landry, have both completed their training. Once all trustees have completed this, Amy will print out updated Trustee Contact Sheets for each trustee. For now, she has emailed the latest version to everyone.
- c. Trustee Continuing Education (Alex Turkmani) – Alex Turkmani presented and discussed Collection Development. He reached out to a staff member at the Moline Public Library to discuss how their collection choices are made. He then reviewed our Collection Development Policy. He was impressed with how thorough our policy is.
- d. Website Redesign – A motion was made to approve Grace at Work as the website vendor, using approved funds from Capitol Development.

**Motion: Crystal McCaw Second: Bruce Boyd**

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

The Board Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – Abstain  
Bruce Boyd - Yes  
Gloria Douglas – Yes  
Holly Landry – Yes

Ivy Pittman-Outen – ABSENT  
Crystal McCaw – Yes  
Bev Reese - ABSENT  
Meaghan Terry – ABSENT  
Beth Tepen – Yes

**There are 5 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and Grace at Work was chosen to redesign the library website, using Capitol Development funds.**

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 7: Collection Management) – Chapter 7 covers collection management. The library meets all standards and complies with all items on the checklist.
- b. Investment Policy Review – Amy presented the Investment Policy without any recommended changes. Following discussion, no changes were needed.
- c. Job Description (Library Clerk) – Amy presented the Library Clerk job description without any recommended changes. Following discussion, no changes were needed.
- d. IPLAR Status - Amy has completed the IPLAR, prior to the July 31st deadline.

- e. Non-Resident Card Program - Every year, the board must decide on the status of a non-resident card program. It must be voted on at a meeting & then Amy informs the State Library of our decision prior to the June 30th deadline. The library does not have any unserved areas that are adjacent to the library taxing area. A motion was made to not participate in the "Non-Resident Fee Program"

**Motion: Beth Tepen Second: Bruce Boyd**

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

The Board Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – Yes  
Bruce Boyd - Yes  
Gloria Douglas – Yes  
Holly Landry – Yes

Ivy Pittman-Outen – ABSENT  
Crystal McCaw – Yes  
Bev Reese - ABSENT  
Meaghan Terry – ABSENT  
Beth Tepen – 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 board voted NOT to participate in the Non-Resident Card Program.**

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 8)
- Trustee Facts File (Chapter 1)
- Policy Review – Reference Policy
- Building Maintenance Update
- Per Capita Grant (2023 Requirements)
- Centennial Committee Update
- OMA Training Update (Meaghan Terry)
- Trustee Continuing Education Activity (Bruce) – Discussion
- Summer Reading Program Update
- Security Doors
- Book Drop
- Staff training
  - AED/Red Cross
  - Narcan
  - Active Shooter
  - Assistant Director
  - Circulation Manager
  - Directors University 2.0
- Quarterly Staff Development Day (August 17<sup>th</sup>)
  - SRP Recap
  - De-escalation Training
  - Sexual Harassment Training
  - Circulation Training
- Meaghan Terry will not be at July meeting

11. Items to be discussed at future meetings

- Facility Systems list (with maintenance operations)
- Building Maintenance/Repair Checklist
- Capital Asset Plan
- Fine Free (August)
- Combined Silvis/RRLD Meeting (August)

The meeting adjourned at: 7:31 pm.

Respectfully Submitted, Alex Turkmani