

Silvis Board Meeting – Monday, July 11th, 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 6pm.
2. Roll Call:
Present: Beth Tepen, Alex Turkmani, Bev Reese, Gloria Douglas, Holly Landry, Crystal McCaw
Absent: Ivy Pittman-Outen, Meaghan Terry, Bruce Boyd
Staff: Amy Fry-Gordon

3. Public Comment: NONE

4. Consent Agenda

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

Motion: Bev Reese Second: Crystal McCaw

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 - ABSENT
Gloria Douglas – Yes
Holly Landry – Yes

Ivy Pittman-Outen – ABSENT
Crystal McCaw – Yes
Bev Reese - Yes
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. June 2022 Library Cards –
 - i. New Patrons – There was a 42.2% increase in New Patrons compared to June 2021 (38 to 74).
 - ii. Renewals – The number of Card Renewals is similar June 2021 (51 to 53).
- b. June 2022 Circulation Statistics –
 - i. Physical materials – checkouts are up 41.8% from June 2021 (1604 to 2275).
 - ii. E-material - checkouts are similar to June 2021 (from 472 to 468).
- c. June 2022 Programming Statistics – Due to changes in IPLAR requirements, stats are now being presented in a different format on the Director's Report.
 - i. Active Stats (In-Person/Virtual) – attendance was up 11.1% from June 2021 (749 to 832).
 - ii. Passive Stats (Self-Guided/Virtual) – Participation is down 61.3% from June 2021 (589 to 228).
 1. The library is has moved back to offering all events in-person.
 2. This is the reason for the drop in passive statistics.
- d. Trunk or Treat 2022 – Amy is preparing for the return of the library's annual Trunk or Treat (after a two-year hiatus due to Covid-19) on Saturday, October 22nd from 5-7pm. This year, she has added goody bags, refreshments (popcorn, hot dogs, bottled water) and professional photography to the event. She is working with local organizations to gather sponsors and volunteers. She asked the board if anyone would volunteer to help during the event. Bev Reese and Gloria Douglas agreed to volunteer. Holly Landry and Alex Turkmani may be available as well. Amy will reach out to each of them with more details as the event gets closer.
- e. Building Maintenance/Projects
 - i. Website Redesign – Amy has begun to create the Site Map for the new website. This is one of the early phases. Amy will update the board as she reaches other milestones.
 - ii. HVAC – At the beginning of June, the motor in the HVAC that cools the Juvenile Area, Teen Area, and Staff Breakroom gave out. It was fixed last week. This will be added to next month's bill sheet.

- iii. Security Doors – GMAC came and inspected two Security doors that are rusting. They no longer seal properly and cannot be fixed. They are preparing a quote for their replacement. Amy will update the board next month.
 - iv. Book Drop – GMAC is also preparing a quote for the installation of a new Book Drop. Cost of the book drop itself will be roughly \$6,000. Amy will update the board next month.
 - f. 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 are available for purchase at the library, City Hall, 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 August.
 - ii. Meeting Date - The next Centennial Committee Meeting will be August 8th in the Silvis Public Library Programming Room.
 - g. 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 – Due to the small number of employees, the Red Cross will not come to the library for training. Cost for each employee is roughly \$100 and would have to be completed (partially outside of regular work hours). Staff would need to be compensated for this time as well as reimbursed for mileage. Amy has asked staff to please let her know of their interest. She will bring this back to the board in August.
 - iii. Active Shooter – Police Chief VanKlaveren has agreed to set this up for the library. Amy will update the board at the August meeting.
 - iv. Assistant Director- Rachel Carter has been actively working towards completing the TalentLMS Cataloging training. Once this is done, she will begin hands-on training with the Circulation Manager. She has been trained on several other Assistant Director/Director duties. These include deposits, petty cash, Interlibrary Loans, annual Sierra item weed, monthly statistics for the Director’s Report, basics of the IPLAR report. She is also in the process of learning how to run a board meeting, from beginning to end. Over the next few months, she will be sitting in, preparing agendas/board packets/bill sheets/director’s reports, and lead a meeting.
 - v. Circulation Manager – Shay VanDeWoestyne has been working on Circ Manager training. They have learned Online and in-person card applications, worked on various collection projects (weeding and rotating) and learned several Circulation reports (Lost in Transit, Missing, Claims Returned).
 - vi. Director’s University – Amy has been selected to participate in Director’s University 2.0. This training is provided by the State Library and runs from August 2-4th in Springfield, Illinois.
- 6. Friends of the Library/Royal Neighbors Update – The Friends/RN did not meet in June. The meet again tomorrow, July 12th at 6pm. They will be discussing Quarterly programming requests, purchasing t-shirts, and Trunk or Treat 2022.
- 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 August meeting.
 - b. Annual OMA Certification (Trustees) – 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 (Bruce Boyd) – Bruce Boyd was unable to attend this month. His Continuing Education presentation will be moved to August.
- 8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 8: System Member Responsibilities and Resource Sharing) – Chapter 8 covers resource sharing. The library meets all standards and complies with all items on the checklist.
- b. Trustee Facts File (Chapter 1: Trustee Duties and Responsibilities) – The library board, along with the Director, discussed Chapter 1, which focuses on the roles of a library trustee.
 - i. Trustee duties (individual responsibilities) include attending board meetings, reviewing the agenda, minutes, and other documents prior to each meeting, serving on committees and representing the library at community events, and advocating for the library.
 - ii. Board duties (trustees as a whole) include both exclusive duties and duties that are assisted by the Director.
 - 1. Board exclusive duties include hiring the library director, evaluating the director, establishing Board policies and the Trustee’s Code of Ethics.
 - 2. Board duties that are assisted by the Director include writing the mission statement, establishing library policies, authorizing salary and benefit plans for staff, assessing maintenance of library grounds and authorizing the purchase of lands/construction if necessary, developing the annual budget, reviewing monthly financial reports, advocating for library funding, engaging in fundraising activities, and promoting the library in the community.
- c. Job Description (Library Director) – Amy presented the Library Director job description without any recommended changes. Following discussion, no changes were needed.
- d. Reference Policy – A motion was made to approve the Reference Policy with the approved change (hot spots).
Motion: Alex Turkmani 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 - ABSENT
 Gloria Douglas – Yes
 Holly Landry – Yes
 Ivy Pittman-Outen – ABSENT

Crystal McCaw – Yes
 Bev Reese - Yes
 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 Reference Policy was approved.

- e. Quarterly Staff Development Day – A motion was made to approve August 17th as the Quarterly Staff Development Day.
Motion: Alex Turkmani Second: Bev Reese
 After the motion was moved and seconded, Beth opened the floor up to discussion.

Amy informed the board that the staff development day will consist of a SRP recap, De-escalation Training, Sexual Harassment Training, and Circulation training.

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

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

Ivy Pittman-Outen – ABSENT
 Crystal McCaw – Yes
 Bev Reese - Yes
 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 August 17th Staff Development Day was approved.

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 9)
- Trustee Facts File (Chapter 2)
- Policy Review – Internet Policy
- Building Maintenance Update
 - Book Drop
 - HVAC
 - Security Doors
 - Parking Lot
- Per Capita Grant (2023 Requirements)
- Centennial Committee Update
- OMA Training Update (Meaghan Terry)
- Trustee Continuing Education Activity (Bruce) – Discussion
- Summer Reading Program Statistics
- Trunk or Treat Update
- Staff training
 - AED/Red Cross
 - Narcan
 - Active Shooter
 - Assistant Director
 - Circulation Manager
 - Directors University 2.0
- Levy Letter – DRAFT
- Going Fine Free
- Combined Silvis/RRLD Meeting Update

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: 7:07 pm.

Respectfully Submitted, Alex Turkmani