

Silvis Board Meeting – Monday, August 8th, 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 6:00 pm.
2. Roll Call:
Present: Beth Tepen, Alex Turkmani, Gloria Douglas, Holly Landry, Crystal McCaw, Ivy Pittman-Outen, Meaghan Terry, Bruce Boyd, Bev Reese.
Absent:
Staff: Amy Fry-Gordon, Rachel Carter
3. Public Comment: NONE
4. Consent Agenda
 - a. A motion was made to approve the Consent Agenda as presented.
Motion: Meaghan Terry 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	Ivy Pittman-Outen – Yes
Bruce Boyd - Yes	Crystal McCaw – Yes
Gloria Douglas – Yes	Bev Reese - Yes
Holly Landry – Yes	Meaghan Terry – Yes
	Beth Tepen – Yes
5. Director’s Monthly Report:
 - a. Introduction: Rachel Carter, Assistant Director – Amy introduced the board to Rachel Carter. Rachel will be sitting in on several upcoming board meetings for training purposes.
 - b. July 2022 Library Cards
 - i. New Patrons – There was a 218.2% increase in New Patrons compared to July 2021 (22 to 70).
 - ii. Renewals – There was a 42.4% increase in Card Renewals compared to July 2021 (33 to 47).
 - c. July 2022 Circulation Statistics
 - i. Physical materials – checkouts are up 56.6% from July 2021 (1538 to 2409).
 - ii. E-material – checkouts are up 14.4% from July 2021 (466 to 533).
 - d. July 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 274.5% from July 2021 (306 to 1146).
 - ii. Passive Stats (Self-Guided/Virtual) – Participation is down 61.4% from July 2021 (350 to 135). Amy explained that the library is has moved back to offering all events in-person, which lead to the decline. This stat is only scavenger hunts and leftover take-home kits.
 - e. Summer Reading 2022 Review – Amy presented the board with this year’s Summer Reading Overview. 32 local organizations donated this year. 2,341 participants attended events. 353 children registered for the Reading Program (an increase of 51.5% from 2021). 72 teens registered for the Reading Program (increase of 20% from 2021). 261 adults registered for the Reading Program (increase of 115.7% from 2021). Total Reading Program participation increased 65.7% from 2021 (414 to 686). Children ages 0-4 read a total of 2,383 books. Ages 5-Adult read 303,497 pages!

- f. Trunk or Treat 2022 – Last month, Bev Reese and Gloria Douglas agreed to volunteer during the event. Amy asked if any other trustees would volunteer their time. Alex Turkmani and Holy Landry may be available and will confirm closer to the date. Meaghan and Ivy agreed to volunteer. Amy will reach out with more details as the event gets closer.
 - g. Staff Overtime – Amy reviewed the Personnel Policy to verify if board approval was needed for each instance of staff overtime. It is not required.
 - h. Building Maintenance/Projects
 - i. Website Redesign – Amy is still working on the Site Map for the new website. She will update the board as she reaches other milestones.
 - ii. Parking Lot – Amy has not been informed of the date for the parking lot repair. She is scheduled to sit down with City Administrator, Nevada Lemke, next week. Amy will update the board next month.
 - i. Centennial Celebration – Amy presented the July meeting minutes. Due to time constraints, a meeting was not held in August. Amy provided a preview of anticipated meeting items for September. The next meeting will be held on September 12th at 5pm. Amy has invited the Rock River Library District board and the Friends of the Library Group to join.
 - j. Staff Training – Amy discussed upcoming staff training.
 - i. NARCAN – Amy partnered with QC Harm Reduction for staff training on July 15th. They provided training and nasal kits for every employee. The training and supplies are at no cost. Board President, Beth Tepen, also attended the training.
 - ii. AED/Red Cross – Meaghan suggested reaching out to the Silvis Fire Department. Amy will bring this back to the board in September.
 - iii. Active Shooter – Police Chief VanKlaveren has agreed to set this up for the library. Amy will update the board at the September 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. Director’s University – Amy participated in Director’s University 2.0 in Springfield from August 2nd through August 4th. This training was provided by the State Library. Amy presented an overview of her training sessions as well as her certificate of completion
6. Friends of the Library/Royal Neighbors Update – Amy presented the July 11th Friends and Royal Neighbors agendas. The Friends sponsored 24 upcoming Fall Programs and 2 additional supply requests. Total cost \$1,672.25.

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 September meeting.
- b. Annual OMA Certification (Trustees) – Meaghan Terry completed the OMA training and now all trustees are up to date.
- c. Trustee Continuing Education (Bruce Boyd) – Bruce visited a number of libraries to gather ideas and see how other libraries run their programs. We learned about two Colorado libraries and a local one and there was a lot on enlightening information about how they do things and if we can incorporate any of those policies here in Silvis.

- d. Security Doors - A motion was made to approve the purchase and installation of two Security doors from G-Mac Automatic Door & Hardware using library savings.

Motion: Alex Turkmani Second: Meaghan Terry

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

Amy presented and discussed the quote with the board.

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 – Yes

Crystal McCaw – Yes

Bev Reese - Yes

Meaghan Terry – Yes

Beth Tepen – 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 *purchase and installation of two Security doors from G-Mac Automatic Door & Hardware using library savings* was approved.

- a. Book Drop - A motion was made to approve the purchase of a book drop from Kingsley Library Returns and installation of the book drop from G-Mac Automatic Door & Hardware using library savings.

Motion: Ivy Pittman-Outen Second: Bruce Boyd

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

Amy presented and discussed the quote for installation. She also presented and discussed 3 different quotes for the purchase of the book drop.

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

Alex Turkmani – No

Bruce Boyd - No

Gloria Douglas – No

Holly Landry – No

Ivy Pittman-Outen – No

Crystal McCaw – No

Bev Reese - No

Meaghan Terry – No

Beth Tepen – No

There are 0 votes in the affirmative and 9 votes in the negative. There is a two-thirds vote in the affirmative and the *purchase of a book drop from Kingsley Library Returns and installation of the book drop from G-Mac Automatic Door & Hardware using library savings* was NOT approved.

Amy will present additional book drop options at the September board meeting.

- b. Circulation Policy (Fine Free) – A motion was made to approve the Revised Circulation Policy.

Motion: Alex Turkmani Second: Ivy Pittman-Outen

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

Amy presented and discussed the proposed changes with the board.

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 – Yes

Crystal McCaw – Yes

Bev Reese - Yes

Meaghan Terry – Yes

Beth Tepen – 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 *Revised Circulation Policy* was approved.

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 9: Public Services – Reference and Reader’s Advisory Services) – Chapter 9 covers reference and reader’s advisory services. The library meets all standards and complies with all items on both checklists.
- b. Trustee Facts File (Chapter 2: Orientation for New Trustees) – The library board, along with the Director, discussed Chapter 2, which is split into two sections. The first section is for new trustees and the second is for anyone responsible for trustee orientation.
 - i. Information for New Trustees
 1. Illinois Public Libraries: Administrative Types
 - a. Municipal Libraries (Silvis Public Library) – established by cities, villages, and townships, according to the Illinois Local Library Act, 75 ILCS 5.
 - i. Boundaries are the same as the city/village/township.
 - ii. In villages and townships, citizens established by referendum. Trustees are elected by citizens.
 - iii. In cities, the city government establishes the library. Trustees are appointed by the mayor. The Silvis Library is this type.
 - b. District Libraries (Rock River Library District) – established under the Illinois Public Library District Act, 65 ILCS 16.
 - i. Boundaries may include area from more than one local governmental unit and outlying unincorporated areas.
 - ii. District libraries have independent corporate authority and taxing power. Trustees are elected. The Rock River Library District is this type.
 2. Brief History of Public Libraries – Harvard College Library was the first significant library in the colonies, established in 1636. In 1854, Boston opened the first big-city public library funded by local taxes. In 1872 the Illinois General Assembly passed legislation authorizing tax-supported public libraries. The American Library Association was established in 1876. The Illinois Library Association was established in 1896. By the 1920s, public libraries were widespread throughout the United States, with publicly funded institutions in most towns of any size. Currently, Illinois has 637 public libraries – 796 total branches.
 - ii. Information for Those Responsible for Trustee Orientation
 1. Orientation Activities –
 - a. Board President (or designated trustee) makes initial contact with new trustee to schedule orientation. Currently, at the Silvis Library, this is done by the Library Director. Amy suggested this be done by the Board President in the future.
 - b. Tour of Library – This can be done individually – leaving the rest of the orientation for another date. This is done by the Director or Assistant Director. The trustee should be introduced to staff and given a tour of the building.
 - c. Board President (or designated trustee) schedule another meeting to review the business of the board, including by-laws; ethics; meeting times/formats; recent decisions and accomplishments; future plans/goals; and budgets. Currently, at the Silvis Library, this is done by the Library Director. Amy suggested this be done by the Board President in the future.
 - d. Additional training may be done at the first board meeting – slower pace, more in-depth explanation, leave time for new member to ask questions.
 2. Orientation Materials – Suggested list of Orientation Materials
 - a. Library Mission Statement
 - b. Trustee Contact Sheet (names, officers, addresses, phone numbers, email addresses, term, OMA status)
 - c. Calendar of Board Meetings and Library Holidays
 - d. Organization Charts of Staff
 - e. ILA Trustee Facts File - Have Trustee read Chapter 1 and first part of Chapter 2, initially
 - f. Board of Trustees By-Laws
 - g. Policy Manual
 - h. Budget (Current and Previous Fiscal Year)
 - i. Annual Report
 - j. Monthly Reports (most recent) – Bill sheet, Treasurers Report, Director’s Report. Amy suggested just giving them the latest Board Packet.
 - k. Minutes from Recent Meetings. Currently, we give 12 months.
 - l. Illinois Library Laws & Rules – These can be located online at: <https://www.ilsos.gov/departments/library/about/statutesrules.html>
 - m. Serving Our Public 4.0 (Standards for Illinois Public Libraries)

- n. Recent Issues of ILA Reporter – Can be obtained online at <https://www.ila.org/publications/ila-reporter>
 - o. Information on the Illinois State Library, regional library systems, and their relationships to local libraries
 - p. Contact information, including website addresses, for the American Library Association (ALA) and Illinois Library Association (ILA)
 - q. Local Library History – can be found on our website www.silvislibrary.org
 - r. Promotional materials – latest library newsletter, links website, and social media pages.
- c. Job Description (Youth Services Coordinator) – Amy presented the Youth Services Coordinator job description without any recommended changes. Following discussion, no changes were needed.
- d. DRAFT Levy Letter - This year's draft levy letter was presented and discussed. It will be voted on at the September meeting.
- e. Internet Policy – A motion was made to approve the Revised Internet Policy.
Motion: Meaghan Terry Second: Holly Landry
 After the motion was moved and seconded, Beth opened the floor up to discussion.

Amy presented and discussed the proposed changes with the board.

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

Alex Turkmani – Yes	Crystal McCaw – Yes
Bruce Boyd - Yes	Bev Reese - Yes
Gloria Douglas – Yes	Meaghan Terry – Yes
Holly Landry – Yes	Beth Tepen – Yes
Ivy Pittman-Outen – 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 *Revised Internet Policy* was approved.

- f. Staff Security (Patron) – At 7:47pm, it was moved to convene in closed session to discuss staff security, as allowed in Exception 8 in Section 2c 5 1LCS 120/2 (A).
Motion: Alex Turkmani Second: Meaghan Terry
 Unanimously approved.

The Board came back from closed executive session at 8:00pm.

Motion: Bev Reese Second: Meaghan Terry
 Unanimously approved.

Security Concern (Continued)

A motion was made to extend a patron's ban to one year for making threatening comments and gestures to staff.

Motion: Ivy Pittman-Outen 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	Crystal McCaw – Yes
Bruce Boyd - Yes	Bev Reese - Yes
Gloria Douglas – Yes	Meaghan Terry – Yes
Holly Landry – Yes	Beth Tepen- Yes
Ivy Pittman-Outen – 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 *one-year patron ban* was adopted.

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

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

- Board Appointment?
- Serving Our Public 4.0 (Chapter 10)
- Trustee Facts File (Chapter 3)
- Policy Review – Gift Ban Policy
- Review Job Description (Adult Programming Coordinator)
- Building Maintenance (Book Drop, Security Doors, Parking Lot)
- Per Capita Grant (2023 Requirements)
- Centennial Committee Update
- OMA Training Update
- Trustee Continuing Education Activity (Ivy Pittman-Outen) – Discussion
- Trunk or Treat Update
- Combined Silvis/RRLD Meeting Update
- Staff training (Assistant Director, Circ Manager, AED/Red Cross, Active Shooter, Grant Writing 101, ELS State Sticker Program, Polyrythms Inaugural Black Authors Book Forum)
- Levy Letter – APPROVE
- City Council Presentation (Year in Review)?

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: 8:06 pm.

Respectfully Submitted, Alex Turkmani