

**Silvis Board Meeting – Monday, September 12<sup>th</sup>, 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, Gloria Douglas, Holly Landry, Ivy Pittman-Outen, Meaghan Terry,  
Absent: Bruce Boyd, Bev Reese  
Staff: Amy Fry-Gordon, Rachel Carter
3. Public Comment: NONE
4. Consent Agenda  
Board President, Beth Tepen asked the trustees if they would like to move any of the items from the Consent Agenda to the Regular Agenda for further discussion. No changes were requested.

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

**Motion: Alex Second: Meaghan**

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 – Yes  
Bev Reese - ABSENT  
Meaghan Terry – Yes  
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. August 2022 Registration Statistics – There was a 266.7% increase in New Patrons compared to August 2021 (12 to 44).
  - b. August 2022 Circulation Statistics –
    - i. Physical materials – checkouts are up 36.9% from August 2021 (1715 to 2347).
    - ii. E-material – checkouts are down 9.7% from August 2021 (485 to 438).
  - c. August 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 87.3% from August 2021 (63 to 118).
    - ii. Passive Stats (Self-Guided/Virtual) – Participation is down 88.7% from August 2021 (451 to 51). 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.
  - d. Teen Civic Fair – The Silvis Library was selected as one of 100 libraries to participate in the third round of Libraries Transforming Communities: Focus on Small and Rural Libraries, an American Library Association (ALA) initiative that helps library workers better serve their small and rural communities! The Silvis Library is a repeat grantee, having also been selected in round one. The competitive award came with a \$3,000 grant.  
  
As part of the grant, the library will hosting a "Civic Service Fair" at Black Hawk College (Building One) on Saturday, September 24th from 5pm -7pm. Local non-profit organizations will be available to speak directly to area teens. Black Hawk College will be providing refreshments and goody bags to participants. Parking will be available at the 70th Street entrance.  
  
The goal of this event is to connect local youth with volunteer opportunities that are engaging, inclusive, and helpful to the community.
  - e. Centennial Celebration - Amy presented the August Centennial Meeting Agenda. Committee Invitations, Centennial Logo, Silvis History Book, and Anticipated Revenue/Expenditures were discussed. Amy informed the Board that Silvis History Book will need to be completed by the library's Adult Programmer. She will be given 5 additional hours per week and will have to meet with Amy once per month to discuss progress. The October 10<sup>th</sup> Centennial Meeting will

be held at 5:30pm in the library's programming room. The Coupon Book Fundraiser and the January 2023 BINGO Fundraiser will be discussed.

- f. LBSS Endowment Fund (Readers' Choice Grant) – Amy participated in Grant Writing 101 training in LaSalle, Illinois. This training focused on applying for the LBSS Endowment "Readers' Choice" grant. Amy has begun the process of applying for the grant.
  - g. RAILS EDI Cohort – Amy has been chosen to participate in the RAILS EDI Cohort training. This special learning opportunity will engage participants in a collective discourse on critical EDI issues in a supportive setting and help them learn together how to navigate the opportunities and challenges in the communities they serve RAILS chose approximately 50 participants. The cohort begins in October 2022 with eight monthly sessions running through May 2023. Sessions will be held via Zoom on the second Thursday of each month from 10 a.m. – noon.
  - h. Staff Training – Amy discussed upcoming staff training.
    - i. First Aid/CPR – Fire Captain, Darrin Armstrong will provide the library staff with CPR, First Aid, and AED training. The training session will be held on a Friday afternoon in October, date to be determined, at the 10<sup>th</sup> Street Fire Station. The library will close at 1pm on that Friday afternoon.
    - ii. Active Shooter – Police Chief VanKlaveren has agreed to set this up for the library. Amy will update the board at the October meeting.
    - iii. Staff Development Day – The library held their quarterly Staff Development Day on August 17<sup>th</sup>. Circulation Manager, Shay VanDeWoestyne, lead training on PrairieCat Damaged Item Procedures. Amy discussed First Amendment Audits and Book Challenges with the library staff. The entire staff watched a webinar on de-escalation techniques.
    - iv. Additional Training – The library staff completed several other training opportunities this month. Amy completed: ELS State Sticker Program Library Presentation, PSL Loan Forgiveness Webinar, Strategic Plan Webinar. Rachel completed: PrairieCat Matching, Anatomy of an Item Record, Item Entry Basics, Hughes Digital Phone Training. Shay completed PrairieCat Damaged Procedures.
  - i. Building Maintenance/Projects
    - i. Parking Lot – Amy discussed the parking lot repair with City Administrator, Nevada Lemke. The project is set to be completed at the end of September (exact date to be determined).
    - ii. Stucco – The stucco on the front of the library has a small hole. Amy has gathered quotes for repair.
    - iii. Exterior Wi-Fi Access Point – The current exterior wi-fi access point does not allow for the wi-fi service to be on a timer (with library hours). Library Computer Technician, Jason Jensen is looking into the costs/procedures to add an additional Meraki access point, which is compatible with the internal access point schedule. Amy will update the board next month.
  - j. Trustee/Staff Contact Sheet – Amy is in the process of updating the Trustee/Staff Contact Sheets. Once Crystal McCaw's open position is filled, Amy will print out copies for each of the Trustees. Holly emailed Amy a photo to use for the contact sheet.
6. Friends of the Library/Royal Neighbors Update – Amy presented the August 11th Friends and Royal Neighbors agendas. The Friends sponsored the purchase of a juvenile book series, totaling \$135.00 The Royal Neighbors sponsored teen and juvenile programming snacks for the Fall, totaling \$155.00.
7. UNFINISHED BUSINESS:
- a. 2023 Per Capita Grant Requirements – Amy spoke to Gwen Harrison from the Illinois State Library regarding the 2023 Per Capita Grant requirements. The requirements will not change for FY 2023 and the application will be due the end of January 2023. To be eligible for a Public Library Per Capita and Equalization Aid Grant, a public library must meet the requirements of 75 ILCS 10/8.1 and 23 Ill. Adm Code 3035.115. This includes providing library services which either meet or show progress toward meeting Serving Our Public 4.0: Standards for Illinois Public Libraries © Illinois Library Association, 2019.

- b. Trustee Continuing Education (Ivy Pittman-Outen) – Ivy discussed her visit to her home library in New Jersey, Montclair Public Library. She presented a few ideas. During the pandemic that library came up with a “senior center in a box” to give to people who didn’t want to come out in groups during the pandemic. They also provided a free summer lunch program to everyone that is 17 and younger. They also set up some outdoor seating for their patrons to enjoy. This outdoor seating had a number of nice features. They also host a yearly concert for the community.
- 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 by R.A. Masonry using library savings.

**Motion: Alex Second: Meaghan**

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

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

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 – Yes  
Bev Reese - ABSENT  
Meaghan Terry – Yes  
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 purchase of a book drop from Kingsley Library Returns and installation of the R.A. Masonry using library savings was approved.**

- b. Levy Letter – A motion was made to approve the Levy Letter as presented.

**Motion: Ivy Second: Meaghan**

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 - ABSENT  
Gloria Douglas – Yes  
Holly Landry – Yes

Ivy Pittman-Outen – Yes  
Bev Reese - ABSENT  
Meaghan Terry – Yes  
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 Levy Letter was approved.**

## 8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 10: Programming) – Chapter 10 covers library programming. The library meets all standards and complies with all items on both checklists.
- b. Trustee Facts File (Chapter 3: Board Organization) – The library board, along with the Director, discussed Chapter 3, Board Organization. This chapter focuses on the board’s collective responsibilities and the organizational means available to execute those responsibilities.

**BYLAWS** - Every library board should establish bylaws, a set of rules that define the structure and function of the board and its operational procedures. The bylaws should be recorded in clear, unambiguous language. Board trustees should review bylaws annually and amend them as necessary. Bylaws should include:

- The name of the board
- The constituency served by the library and its board
- The composition of the board
- Procedure for election or appointment of board trustees
- Terms of board trustees
- Procedure for filling an unexpired trustee term
- The schedule (frequency) of board meetings
- Procedure for calling special meetings of the board

- Specification of a quorum
- Summary of duties and powers of board officers
- Identification and description of standing committees
- Procedure for setting up special (ad hoc) committees
- Order of business for board meetings
- Rules of conduct for board meetings, such as Robert's Rules of Order
- Procedure for amending the bylaws

**BOARD MEETINGS AND THE OPEN MEETINGS ACT** - The Illinois Open Meetings Act (5 ILCS 120) mandates that deliberations and actions of public bodies be conducted in public, and that citizens be given advance notice of and the right to attend such meetings.

- The law defines a "meeting" as "any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business."
- Elected or appointed members of a public body subject to the Open Meetings Act must complete the electronic training once during their term of election or appointment.
- Library boards should publicize the schedule and location of regular meetings at the beginning of each calendar or fiscal year. The media may request a schedule as well.
- The agenda for each meeting should be posted in a public area of the library 48 hours in advance of the meeting time.
- When conducting an open meeting, library doors must remain unlocked.
- Closed ("Executive") Sessions
  - A library board in the state of Illinois may meet in a closed, or executive, session if such a meeting is approved by "a majority vote of a quorum present" during a meeting that is open to the public.
  - The closed session should be listed on the meeting's agenda.
  - The reason for closed session must fall under one of the of Open Meetings exceptions, listed in Illinois State Law: 5 ILCS 120/2 (c)

**OFFICERS OF THE BOARD** - Most library boards require four officer positions, those of president (chairperson), vice-president, secretary, and treasurer.

- President (Chairperson) - The president, working closely with the library director. The president presides at board meetings, serving as discussion leader, and appoints committee members. They sign official documents and may represent the library at public meetings and gatherings. When the board president speaks on behalf of the library, they must reflect the adopted positions of the board, not personal views. As a single member of the board, they have one vote.
- Vice-President (Vice-Chairperson) - The vice-president presides at board meetings in the absence of the president and performs such other duties as are assigned.
- Secretary - The secretary records the proceedings of meetings, then prepares written minutes and issues them in advance of the next meeting. The Illinois Open Meetings Act mandates that minutes of all board meetings—including closed (or executive) sessions—must be prepared and archived. The minutes of open sessions should be kept in a secure but accessible location in the library and made available to the public upon request. Twice a year boards must consider whether to open minutes of individual closed sessions or keep them closed.
- Treasurer – Per bylaws, the director has been delegated as the treasurer. The board treasurer should prepare or assist in the preparation of annual budgets and chair the finance committee.

**COMMITTEES** - Most library boards delegate detail work to committees to save the time of the full board.

- Committees prepare recommendations for the board's decision, but do not make those decisions on their own.
- If lengthy or complex, committee reports should be submitted in writing in advance of a board meeting.
- Committees are subject to the Illinois Open Meetings Act; therefore, their meetings should be conducted in public with appropriate advance public notice, and minutes of meetings must be recorded and archived.
- Standing committees generally deal with ongoing and long-range concerns of the board, such as facility maintenance, finance, personnel, public relations, and fund raising.
- Special or ad hoc committees are created to deal with short-term or one-time tasks.

**AGENDAS** - The following is a sample agenda:

- Call to order; recording of attendance; determination of quorum
- Review of minutes from previous meeting; call for corrections or additions; motion to accept minutes
- Treasurer's report/authorization for the payment of invoices
- Library Director's report
- Board President's report

- Committee reports
  - Public comment
  - Unfinished business
  - New business
  - Closed Session
  - Items for the next agenda
  - Announcements
  - Adjournment, with announcement of date, time, and place of next meeting
- c. Job Description (Adult Programming Coordinator) – Amy presented the Adult Programming Coordinator job description without any recommended changes. Following discussion, no changes were needed.
- a. Library Board Trustee Opening – Crystal McCaw has resigned from the Silvis Library Board. Two applicants have applied for the position. Mayor Matt Carter will make the final decision but has asked the board for their recommendation. Amy will inform the mayor of the board’s endorsement tomorrow.
- b. ELS (Electronic License Service) – Amy is looking into an additional potential revenue source for the library. ELS is a service that allows the library to sell vehicle registration stickers. For an additional surcharge, the public can have their vehicle registration stickers printed at the library – saving them a visit to the Department of Motor Vehicles. Over 1500 businesses across Illinois provide this service, including many libraries. The East Moline Public Library offers this and earns \$10 per transaction. Payments may be taken in cash, but the portion owed to ILS must be submitted electronically. Amy is looking into the feasibility of this procedure. She will update the board at the October meeting.
- a. Gift Ban Policy – Amy presented the Gift Ban Policy without any recommended changes. Following discussion, no changes were needed.
- b. Photography & Video Policy - A motion was made to approve the Photography & Video Policy.

**Motion: Meaghan Second: Holly**

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

Amy presented and discussed the Photography & Video Policy.

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 – Yes  
 Bev Reese - ABSENT  
 Meaghan Terry – Yes  
 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 Photography & Video Policy was approved.**

- c. Stucco Repair - A motion was made to allow Wallace’s Plastering & Stucco to repair the exterior stucco using funds from library savings.

**Motion: Alex Second: Meaghan**

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

Amy presented and discussed the Photography & Video Policy.

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 – Yes  
 Bev Reese - ABSENT  
 Meaghan Terry – Yes  
 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. Wallace's Plastering & Stucco will be hired to repair the exterior stucco using funds from library savings.**

- d. CLOSED SESSION: Staff Security (Patron) – At 7:28 pm, 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 Second: Holly**

Unanimously approved.

The Board came back from closed executive session at 7:48 pm.

**Motion: Meaghan Second: Holly**

Unanimously approved.

Security Concern (Continued)

A motion was made to extend a patron's ban to one year for security concerns.

**Motion: Ivy Second: Meaghan**

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 – Yes  
Bev Reese - ABSENT  
Meaghan Terry – Yes  
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 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
- Staff/Trustee Contact Sheet
- Serving Our Public 4.0 (Chapter 11)
- Per Capita 2022 Requirements (Serving the Public must be emailed to board for review)
- Trustee Facts File (Chapter 4)
- Staff Evaluations
- Review Job Description (Computer Technician)
- Building Maintenance (Book Drop, Security Doors, Parking Lot)
- Centennial Committee Update
- Trustee Continuing Education Activity (Holly Landry) – Discussion
- Teen Civic Fair Review
- Trunk or Treat Update
- ELS Service - APPROVE
- Combined Silvis/RRLD Meeting Update
- Begin Review of Per Capita Requirements
- Staff training (CPR, Active Shooter, etc.)
- City Council Presentation (Year in Review)?
- Quarterly Staff Development Day (November)
- Budget Committee
  - Members
  - Meeting Date

Items to be discussed at future meetings

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

11. Adjournment - The meeting adjourned at: 7:59 pm.

Respectfully Submitted, Alex Turkmani