

Silvis Board Meeting – Monday, October 10th, 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 6:07 pm.
2. Roll Call:
Present: Alex Turkmani, Bruce Boyd, Gloria Douglas, Ivy Pittman, Bev Reese, Meghan Terry, Beth Tepen, Amanda VanOpdorp
Absent: Holly Landry
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: Bruce Boyd Second: Bev Reese

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 – Absent
Ivy Pittman-Outen – Yes

Bev Reese - Yes
Meaghan Terry – Yes
Beth Tepen – Yes
Amanda VanOpdorp - Yes

There are 8 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 Introduction (Amanda VanOpdorp) – Amy introduced the new library trustee, Amanda VanOpdorp. Amanda is an Enterprise Business Architect and holds a master's degree in business administration. She has been a Silvis resident since 2018 and is an active library user.
 - b. September 2022 Registration Statistics – There was a 73.7% increase in New Patrons compared to September 2021 (19 to 33).
 - c. September 2022 Circulation Statistics –
 - i. Physical materials – checkouts are up 43.8% from September 2021 (1444 to 2076).
 - ii. E-material – checkouts are up 5.3% from September 2021 (413 to 435).
 - d. September 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 156.3% from September 2021 (126 to 323).
 - ii. Passive Stats (Self-Guided/Virtual) – Participation is up 1925% from September 2021 (4 to 81).
 - e. Fine Free – October 1, 2022 the Silvis Public Library went "fine free" for nearly all materials, with the exception of culture passes and hot spots. "Fine free" means that patrons will not be fined daily for overdue materials. Items will still have a due date and materials will still need to be returned. If an item is not returned, or is returned damaged, patrons will still be charged.

Past overdue fines for items checked out at the Silvis Public Library have also been waived. A total of 619 patron accounts had 2,396 fines removed, totaling \$8,929.34. Collection agency fees, charges for damaged or lost items, as well as fines accumulated at other libraries remain.

While the library is always careful to be fiscally conscious, any loss of overdue fine revenue is tiny compared with the good this new policy will do for the community. Overdue fines accounted for just 0.4% of the library's FY21-22 revenue and going fine free will not significantly impact the budget moving forward.

- f. Silvis/Rock River Library District Trustees Annual Meeting – Members of the Rock River Library Board will join the Silvis Library Board at the December 12th board meeting. The history of the Rock River Library District will be discussed. Trustees will be encouraged to participate in the potluck.
- g. Trustee/Staff Contact Sheets – Amy presented the board with up-to-date trustee and staff organization charts. These include organizational titles, names, pronouns, and email addresses. Amy also presented the board with an updated Trustee contact sheet. This includes names, board positions, contact information, term expirations, and OMA status.
- h. Building Maintenance/Projects
 - i. Book Drop – The Book Drop was installed this month. Public Works is going to relocate the signage next week.
 - ii. Stucco – The stucco was repaired this month.
 - iii. Breakroom Door Handle – The staff door handle stopped locking. A new one was purchased and installed by staff. However, it did not work either. Amy hired a locksmith, who said the new handle had a manufacturer’s defect. The door handle was returned and replaced.
 - iv. 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.
 - v. Security Doors – GMAC is waiting on the doors to arrive. Amy will update the board next month.
 - vi. Parking Lot – Amy discussed the parking lot repair with City Administrator, Nevada Lemke. The project is set to be completed by the end of September; however it has not happened. Amy will update the board next month.
 - vii. Website – Amy is currently going through all the library policies, checking for errors, and turning them into pdf format. Amy anticipates that the website will be done on schedule, by the end of this fiscal year.
- i. Library Happenings
 - i. Teen Civic Fair – The Teen Civic Fair (hosted at Black Hawk College) went very well – 31 participants.
 - ii. Centennial Celebration – The Fundraising Committee discussed logos, invitations to local organizations, coupon book sales, and the first fundraising event, BINGO Night (January 2023). Amy asked that any board members who can volunteer their time to collect donations, baked goodies, or help at the event attend next month’s Centennial meeting – November 14th at 5pm. The November meeting will be devoted to planning the BINGO event.
 - iii. Trunk or Treat – Amy reminded the board that Trunk or Treat will be held on October 22nd from 5-7pm. Volunteers should arrive between 3 and 4pm.
- j. City Happenings
 - i. Silvis Streetscaping Committee – Amy was asked by the City Administrator to join their Streetscaping Committee. Within the next couple years, the Illinois Department of Transportation will be reworking 1st Avenue. At that time, the city will be beautifying the area. This will include new sidewalks, a bike path, trees/foilage, benches, etc. Amy presented the board with handouts from the last meeting.
 - ii. Silvis Railyard Revitalization Project – "Friends of the 261" purchased the shop complex from National Railway Equipment to complete steam and diesel locomotive restoration, passenger car repairs, and host events. They will also have a Railroad Museum onsite. They hope to have a soft opening at the beginning of 2023.
 - iii. Annual Library Report to City Council – Amy hopes to present her annual report to the City Council in November. She will email the trustees when she knows the date she will be added to the agenda. Amy encouraged trustees to attend to show their support.
- k. Staff Training – Amy discussed upcoming staff training.

- i. First Aid/CPR – On October 7th, Fire Captain Darrin Armstrong provided the library staff with CPR, First Aid, and AED training. The training session was held at the 10th Street Fire Station and lasted 4 ½ hours. Amy, Rachel, Shay, and Katelynn attended
 - ii. Active Shooter – Police Chief VanKlaveren has agreed to set this up for the library. Amy will update the board at the November meeting.
 - iii. Additional Training – The library staff completed several other training opportunities this month. Amy completed: IDHS Sexual Harassment Training for Department Heads, Crisis Communications Webinar, and all the PUG Day training (Building a Strong Board, Welcoming People Back to Our Spaces, VEGA Demo, Innovative Update, Local Collections/Excel Tips, Book Bans, Material Repair, Cataloging Forum). Rachel completed: VEGA Demo. Shay completed hot spot and item repair training.
 - I. Trustee Training Opportunity (Keys to Being a Better Library Trustee – RAILS) – Amy presented the board with a handout on upcoming trustee training. She strongly encouraged every trustee to participate. The first session is on October 29th and covers the roles of the board (board basics, board governing documents, fiduciary duty, and Board Staff Relationship). The second session will be held on November 12th and covers parliamentary procedure (quorum, agenda, steps in processing a motion, basic characteristics of a motion). Anyone who signs up will receive a recording of the session, if they are unable to attend live.
6. Friends of the Library/Royal Neighbors Update – Friends discussed Fall Fest, Trunk or Treat, Centennial Celebration, Friends of the library Week, and t-shirt/tote bag purchases.
7. UNFINISHED BUSINESS:
- a. 2023 Per Capita Grant Requirements – This year’s requirements are as follows:
 - i. Each Rock River Library board member and Silvis Public Library board member must read Serving Our Public 4.0 on their own. Amy sent all trustees a digital copy of Serving the Public after the September meeting.
 - 1. The Silvis Library Board members completed the reading prior to their October meeting.
 - 2. Rock River board members will complete the reading prior to their October meeting.
 - ii. The Silvis Library Board must review the chapter checklists as a group with the library director.
 - 1. All checklists were discussed during the meeting.
 - a. Amy Provided a rundown off all standards on the checklist that the library has recently *worked on and are now meeting*. These include:
 - i. Youth/Young Adult Services Checklist – “The library partners with young adults in the community to provide opportunities for leadership such as young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.”
 - 1. The library currently has a Teen Advisory Board.
 - 2. The library is now partnering with local schools, offering volunteer opportunities to teens who are required “Service Hours.”
 - 3. The library received a second LTC Grant to strengthen teen advocacy. This included a Teen Civic Service Fair on September 24th, 2022, at Black Hawk College.
 - ii. Ongoing Building Maintenance Checklist – “The building façade should be inspected once a year.”
 - 1. We are now inspecting the façade annually.
 - 2. The exterior Stucco was repaired this month.
 - iii. Marketing, Promotion, and Collaboration Checklist – “The staff and trustees participate in two or more cooperative activities with other community organization.”
 - 1. Library staff already exceed this standard.
 - 2. Library board members are now meeting this standard
 - b. Amy provided a rundown off all standards on the checklist that the *library is still working towards meeting*. These include:
 - i. Governance and Administration Checklist – “Library maintains an understanding of the community by surveys, hearings, and other means.”
 - 1. The library is working on surveys to go out through programs and checkouts.
 - 2. It is their hope that they will get a better sense of what services patrons really want.

- ii. Access Checklist – “The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.”
 - 1. The library has electronic signs on both sides of the building – as well as a “library flag.”
 - 2. The library would like to work with the City of Silvis to get additional street signs added to guide users to the building.
 - iii. Technology Checklist – “The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.”
 - 1. The library has offered basic computer programs in the past, using library staff. However, the programming was not well attended.
 - 2. The library hopes to partner with community agencies in 2023 to host computer programming for their patrons.
 - iv. Ongoing Building Maintenance Checklist – The library has several areas that they needed to improve on. Beginning now, these standards will all be met.
 - 1. Roof maintained TWICE a year
 - 2. Automatic doors inspected every 6 months
- a. Trustee Continuing Education (Holly Landry) – Holly discussed: (Tabled to next month due to Holly’s absence)
- a. ELS - 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 November meeting.

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 11: Youth/Young Adult Services) – Chapter 11 covers juvenile services. The library meets all standards and complies with all items on the checklist.
- b. Trustee Facts File (Chapter 4: Legal Responsibilities and Liability) – The library board, along with the Director, discussed Chapter 4, Legal Responsibilities and Liability. This chapter focuses on the board’s basic legal obligations and ways to minimize risks of liability.
 - i. Legal Status of Library Trustees - As a library trustee, you have become a member of a public body. In Illinois law, a public body is defined as a legislative, executive, administrative, or advisory body that expends tax revenue (5 ILCS 120).
 - 1. At minimum, a library board of trustees holds the following legal obligations:
 - a. To organize the board with written bylaws and elected officers
 - b. To meet regularly in conformance with the Illinois Open Meetings Law
 - c. To provide written minutes of every meeting of the board and its committees and to archive the minutes after approval by the board
 - d. To prepare and maintain audio or video recordings of closed (executive) sessions of the Board
 - e. To provide bonding of the treasurer or other person designated by the board to receive and disperse funds
 - f. To submit an annual report to the host municipality, i.e., village, township, or city
 - g. To submit an online annual report in compliance with the requirements of the Illinois State Library
 - h. To conduct all library business in accordance with federal, state, and local laws
 - 2. Trustees should become familiar with the following laws and be certain to meet their requirements:
 - i. Americans with Disabilities Act (ADA)
 - ii. Fair Labor Standards Act (FLSA)
 - iii. Minimum wage
 - iv. Prevailing wage
 - v. Family Medical Leave Act (FMLA)
 - vi. Health Insurance Portability and Accountability Act of 1996 (HIPPA)
 - vii. Drug-free workplace

3. Trustees and the library director should work with their regional library system, the Illinois State Library, and ILA to monitor new laws or revisions to existing acts.
- ii. Risks of Liability for Library Trustees - Like other corporations, the library board can sue—and it can be sued. Library boards typically purchase insurance against liabilities related to the public library, and Illinois law specifically authorizes library boards to purchase such insurance.
 - iii. Conflict of Interest: An Invitation to Liability - conflict of interest arises if any library trustee or trustee relative or associate receives any gain, tangible or intangible, during the trustee's service on the library board.
 1. Conflict of interest is one of the most serious forms of public malfeasance, and it may be prosecuted criminally.
 2. Liability may well extend to board members other than the perpetrator, if there is any appearance of collusion or even passive tolerance.
 3. Examples of conflict of interest:
 - a. The library board enters into a contract with a company that will provide a service to the library; a trustee on the board is a relative of the company president.
 - b. A library trustee accepts a gift from a person or entity that could have an interest in the conduct of library board business.
 - c. The board hires one of its trustee members, an attorney, to provide legal counsel.
 - d. The board purchases a lot for library construction from a real estate company with which a trustee is associated.
 - iv. Ways To Minimize Risks of Liability -
 1. The following lists ways the board (as a whole) can take to minimize liability
 - a. Comply with all provisions of the Illinois Open Meetings Law (5 ILCS 120)
 - b. Comply with the state Officials and Employee Ethics Act (Public Act 93-615 and 93-617)
 - c. Rigorously avoid any conflict of interest, even the appearance of such.
 - d. Ensure that the library is operated in a safe manner. Maintain physical facilities properly.
 - e. Hire a qualified library director and perform annual evaluations that include a review of staff management.
 - f. Carefully follow any procedures established by the board for the avoidance of personal conflicts and the reporting of ethical violations.
 - g. If aware of a legal or ethical violation, contact the appropriate executive or law enforcement agency.
 - h. If unsure of any legal obligation, seek the advice of an attorney.
 - i. Establish legally defensible library policies.
 - j. Post library rules and regulations openly.
 - k. Review financial records regularly. Submit financial records to annual audit, as provided for by law.
 - l. Conduct regular audits of meeting minutes.
 - m. File all mandatory reports promptly.
 - n. Ensure that all library policies and regulations conform to federal, state, and local laws.
 - o. Retain services of an attorney to advise the board from time to time on legal aspects of board business and decisions.
 - p. In board proceedings, follow standard rules, such as Roberts Rules of Order.
 - q. Establish library policies and practices to ensure that public queries or complaints will be addressed promptly.
 - r. Review liability insurance coverage annually to determine whether it is adequate.
 2. The following lists ways an individual trustee Can Minimize Your Risks of Liability
 - a. Carefully avoid all possibilities of conflict of interest.
 - b. If you suspect conflict of interest on the board, make a written record of protest, such as a letter to the board president. Committing your protest to writing may protect you from liability.
 - c. If an issue comes before the board for a vote and you do not yet have the information you need to make a decision, request a tabling of the issue or abstain from voting.
 - d. Review minutes to affirm that they accurately represent your statements and votes. It is especially important that an accurate record of member voting be kept.
 - e. Perform your trustee duties to the best of your ability and in good faith.
 - f. Actively seek information about new or changing laws that will apply to the library.
 - g. If unsure about legal issues, consult an attorney for professional advice.

- h. Remember that the board operates as a team and not as individuals. As individuals, board members have no authority, except for that specifically delegated by the board.
- c. Job Description (Computer Technician) – Amy presented the Computer Technician job description without any recommended changes. Following discussion, no changes were needed.
- a. Staff Job Evaluations – Amy has completed all annual staff evaluations.
- b. Budget Committee – Beth will be asking for volunteers to join the Budget Committee at the next meeting. Three trustees (one of which is always the board president) and the director will make up the Budget Committee. If Beth does not receive volunteers, she will assign two trustees to the committee. The committee will meet on Monday December 5th at 6:00pm and Tuesday, January 3rd at 6:00pm. If the Budget Committee finalizes the Budget on January 3rd, it will be presented to the entire board on January 9th for approval. If the Committee needs a third meeting, it will be held on Monday, February 6th at 6:00pm.

- a. Staff Development Day - A motion was made to approve the library closing for the quarterly Staff Development Day on November 9th.

Motion: Ivy Pittman-Outen Second: Meghan Terry

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

Amy informed the board that the staff will be discussing the Winter Reading Program and Sierra Circulation training.

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 – Absent
 Ivy Pittman-Outen – Yes

Bev Reese - Yes
 Meaghan Terry – Yes
 Beth Tepen – Yes
 Amanda VanOpdorp - Yes

There are 8 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the November 9th Staff Development Day was approved.

- b. CLOSED SESSION: Staff Security (Patron) – At 6:52 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: Bev Reese Second: Meghan Terry

Unanimously approved.

The Board came back from closed executive session at 7:01 pm.

Motion: Alex Turkmani Second: Bev Reese

Unanimously approved.

Security Concern (Continued)

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

Motion: Alex Turkmani Second: Bev Reese

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 – Absent
 Ivy Pittman-Outen – Yes

Bev Reese - Yes
 Meaghan Terry – Yes
 Beth Tepen – Yes
 Amanda VanOpdorp - Yes

There are 8 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the permanent patron ban was adopted.

- c. Director's Review Handout – Amy gave each trustee a Director's Review packet. The packet included the Director's Evaluation from the staff, the Rock River Library District trustees, and the Silvis Public Library Board trustees. She asked the Board to review it prior to the November meeting. If they have any questions, they were asked to reach out to her prior to the meeting. The review will be discussed during Closed Session in November.
9. Library Wishes – The library has several items to be voted on at the November meeting. These include vacation payout, 2023 COVID Sick Pay Resolution, and the End of the Year Bonus Matrix. Amy will present the board with information on each of these items next month

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

- Serving Our Public 4.0 (Chapter 12)
- Per Capita 2023 Requirements
- Trustee Facts File (Chapter 5)
- Review Job Description (Custodian)
- Building Maintenance (Security Doors, Parking Lot, Wi-Fi Access)
- Centennial Committee Update
- Trustee Continuing Education Activity (Holly) – Discussion
- Trunk or Treat Update
- Director's Review
- ELS Service - Discuss
- Staff training (Active Shooter, Staff Development Day, etc.)
- City Council Presentation (Year in Review)
- Budget Committee
 - Members
 - Meeting Date
- Vacation Payout
- 2023 COVID Sick Pay Resolution
- End of the Year Bonus Matrix
- Decennial Committees

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: 7:15 pm.

Respectfully Submitted, Alex Turkmani