

## Silvis Board Meeting – Monday, November 14<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 6:07 pm.
2. Roll Call:  
Present: Alex Turkmani, Bev Reese, Bruce Boyd, Gloria Douglas, Amanda VanOpdorp, Holly Landry, Beth Tepen  
Absent: Ivy Pittman-Outen, Meghan Terry  
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: Bev Reese Second: Bruce Boyd**

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

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

**There are 7 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. October 2022 Registration Statistics – There was a 41.6% increase in New Patrons compared to October 2021 (24 to 34).
  - b. October 2022 Circulation Statistics –
    - i. Physical materials – checkouts are up 27.3% from October 2021 (1545 to 1967).
    - ii. E-material – checkouts are up 29.1% from October 2021 (361 to 466).
  - c. October 2022 Programming Statistics –
    - i. Active Stats (In-Person/Virtual) – attendance was up 613.8% from October 2021 (210 to 1499). The increase is attributed to the 1270 from Trunk or Treat and the 102 from Fall Fest.
    - ii. Passive Stats (Self-Guided/Virtual) – Participation is up 347.4% from October 2021 (19 to 85).
  - d. Building Maintenance/Projects
    - i. Exterior Wi-Fi Access Point – The exterior Wi-Fi point was installed.
    - ii. Security Doors – GMAC installed both security doors this month. The library will need to hire someone to repair the drywall and paint in the doorways, caused by the old doors leaking water.
    - iii. Parking Lot – The parking lot was repaired on November 9<sup>th</sup>.
  - e. Library Happenings
    - i. Centennial Celebration – The Centennial Committee did not meet in November and does not plan to meet in December. The coupon book fundraiser, logo, and BINGO fundraiser will be on the agenda.
    - ii. Trunk or Treat – 1270 people participated (including organizations and volunteers). Roughly 700 kids participated. 14 organizations provided donations. 24 organizations hosted trunks. There were 21 volunteers. Free goody bags were given out by the Friends of the library to the first 620 kids. Hy-Vee provided hot dogs and water to all participants. The Teen advisory board provided popcorn for everyone. Free professional photography was offered to all families.
    - iii. Winter Reading Program – The Annual all-ages program begins December 1<sup>st</sup> and runs through the end of February.
    - iv. Silvis History Book Revision — It was discussed and the board will be updated next month.
  - f. City Happenings

- i. Christmas in Silvis – Christmas in Silvis will be held on December 3<sup>rd</sup>. The library will provide staff for a book giveaway. The Friends and Royal Neighbors sponsored \$200 for books.
    - ii. Annual Library Report to City Council – Amy will be presenting this in December. She will update the board next month.
  - g. Staff Training – Amy discussed upcoming staff training.
    - i. Active Shooter – Lieutenant Matt Desmyer of the Rock Island County Sheriff's Office will provide the library with Run, Hide, Fight Training on a Friday in January. The exact date will be set closer to January. The library will need to close at 2pm.
    - ii. Staff Development Day – The Staff participated in their quarterly Staff Development Day on November 9<sup>th</sup>. They discussed the Winter Reading Program, wi-fi connectivity troubleshooting, and circulation procedures. The next Staff Development Day will be held in February.
    - iii. Additional Training – The library staff completed 16 additional training opportunities.
  - h. FY22-23 Revenue & Expenditures Update – Amy presented the trustees with updated revenue numbers and suggested expenditures. The board discussed the changes.
- 6. Friends of the Library/Royal Neighbors Update – The Friends and Royal Neighbors met on November 8<sup>th</sup>. They discussed Friends of the Library Week, the Centennial Fundraiser, Christmas in Silvis, Royal Neighbors Virtual Conference, membership, and library requests. The groups sponsored 26 library programs, Reader Zone for Winter reading, books for Christmas in Silvis
- 7. UNFINISHED BUSINESS:
  - a. 2023 Per Capita Grant Requirements – Amy anticipates that the 2023 Per Capita requirements will be the same as they were this year, but that has not been confirmed yet. She will update the board when the information becomes available.
  - a. ELS – Amy does not recommend we pursue ELS at this time. Amy will investigate it again next year.
  - b. Trustee Continuing Education
    - i. Annual Sexual Harassment Training – Trustees were reminded to complete this required annual training as soon as possible.
    - ii. Decennial Committee on Local Government Efficiency Act – A new law was passed that requires units of government that can levy tax to form a Efficiency Committee by June 10, 2023. After the initial Committee, it will need to meet once per 10 years. The Committee will have to study our statutes, shared services, intergovernmental agreements, and interrelationships with the State of Illinois. PrairieCat is looking into this and will provide us with more information as it becomes available.
    - iii. Keys to Being a Better Library Trustee (Part I & II) – Trustees were asked to watch view both webinars.
      - 1. Part I: Board Governance – The board discussed Part I.
      - 2. Part II: Parliamentary Procedure – Part II will be discussed at the December meeting.
  - c. Vacation Payout - A motion was made to approve the Vacation Rollover Resolution as presented.  
**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 – Yes  
 Ivy Pittman-Outen – Absent

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

**There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the Vacation Payout Resolution was approved.**

- d. 2023 COVID Sick Pay Resolution - A motion was made to approve the COVID Emergency Sick Pay Policy (2023) as presented.

**Motion: Holly Landry Second: Amanda VanOpdorp**

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

Amy noted that this year's resolution is for one-week instead of two.

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

Alex Turkmani – Nay  
Bruce Boyd - Nay  
Gloria Douglas – Nay  
Holly Landry – Nay  
Ivy Pittman-Outen –

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

**There are 3 votes in the affirmative and 4 votes in the negative. There is not a two-thirds vote in the affirmative and the 2023 COVID Sick Pay Resolution was denied.**

A motion was made to approve the COVID sick pay resolution as amended.

**Motion: Alex Turkmani Second: Holly Landry**

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

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

**There are 5 votes in the affirmative and 2 votes in the negative. There is a two-thirds vote in the affirmative and the amended 2023 COVID Sick Pay Resolution was approved.**

- e. End of the Year Bonus Matrix - A motion was made to approve the Staff Year-End Bonus Matrix as amended.

**Motion: Amanda VanOpdorp Second: Alex Turkmani**

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

The board discussed changing the matrix and raising the amounts.

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

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

**There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the Staff Year-End Bonus Matrix was approved.**

- f. Director's Review –

At 8:06 pm it was moved to convene in closed session to discuss employment, compensation, and employee benefits, as allowed in Exception 5 in Section 2c 5 1LCS 120/2 (A).

**Motion: Alex Turkmani Second: Bev Reese**

Unanimously approved

The Board came back from closed executive session at 8:46 pm.

**Motion: Alex Turkmani Second: Amanda VanOpdorp**

Unanimously approved

Director's Annual Review (Continued)

A motion was made to award Amy with a 5.5% raise in the next fiscal year.

**Motion: Bev Reese Second: Amanda VanOpdorp**

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

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

**There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the 5.5% director's raise was approved.**

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 12: Technology) – Chapter 11 covers technology. The library meets all standards and complies with all items on the checklist. Amy plans to expand partnerships with other organizations for patron computer training when possible.
- b. Trustee Facts File (Chapter 5: Policymaking) – Chapter 5 discusses policymaking. It explained the difference between policies and procedures; discussed crafting and codifying policies; reviewing and updating policies; and provided a list of policy areas.
- c. Job Description (Custodian) – The current Custodian description was discussed. No changes were recommended.
- a. Budget Committee – Discussion
  - i. Members: The budget committee will include the following board members: Amy Fry, Beth Tepen, Bev Reese, and Alex Turkmani.
  - ii. Meeting Date – The committee will meet on December 5th at 5pm. The following meeting will be Tuesday January 3<sup>rd</sup> at 6pm.

9. Library Wishes –

- a. Circulation Clerk Position – A motion was made to hire an additional part-time (20 hrs) circulation clerk.  
**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 - Yes  
Gloria Douglas – Yes  
Holly Landry – Yes  
Ivy Pittman-Outen – Absent

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

**There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the hiring of an additional part-time Circulation Clerk was approved.**

- b. Outdoor Shed – A motion was made to purchase the proposed shed from Central Iowa Sheds.  
**Motion: Bev Reese Second: Amanda VanOpdorp**

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

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

**There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the purchase of the proposed shed from Central Iowa Sheds was approved.**

- c. Centennial Donation – A motion was made to donate \$7,940 to the 2024 Centennial fundraising effort.  
**Motion: Holly Landry 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

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

**There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the \$7940 donation to the Centennial fundraising effort was approved.**

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

- Serving Our Public 4.0 (Chapter 13)
- Per Capita 2022 Update
- Per Capita 2023 Requirements
- Trustee Facts File (Chapter 6)
- Building Maintenance (Shed?)
- Centennial Committee Update?
- Trustee Continuing Education (Keys to Being a Better Trustee Part II)

- Staff training (Active Shooter, etc.)
- City Council Presentation (Year in Review)
- Budget Committee – Meeting Discussion
- FSLA Changes
- Schedule Next Year's Board Meetings
- Decennial Committee Update?
- Codifying Policies Clarification
- Circ Clerk Position
- Anything else?

Items to be discussed at future meetings

- Trustee Continuing Education Activity (Holly) – Discussion
- Facility Systems list (with maintenance operations)
- Building Maintenance/Repair Checklist
- Capital Asset Plan

11. Adjournment - The meeting adjourned at: 9:11 pm.

Respectfully Submitted, Alex Turkmani