

**Silvis Board Meeting – Monday, December 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 6:02pm.
2. Roll Call:  
Present:  
Trustees: Alex Turkmani, Bruce Boyd, Gloria Douglas, Holly Landry, Ivy Pittman-Outen, Bev Reese, Amanda VanOpdorp, Beth Tepen  
Staff: Amy  
Guests: Joanne Riedl, Pat Held, Linda Johnson  
Absent: Meghan Terry (Trustee)
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 – Yes

Bev Reese - Yes  
Meaghan Terry – Absent  
Amanda VanOpdorp – Yes  
Beth Tepen – 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. Guest Speaker –Joanne Riedl, Vice President of the Rock River Library District gave a presentation on the history of the RRLD, explained key differences between the two boards, and highlighted all the extra donations RRLD has sponsored for the Silvis library (and school libraries) over the last two years. She was joined by several other Rock River trustees (Pat Held and Linda Johnson) Joanne is going to give a brief presentation about the Rock River Library District. Joanne, take it away.

Amy/Rachel added that in FY21-22, the RRLD provided the Silvis Library with a total of \$83,922.67 in support (including contracting fees, per capita grant, and donations to programming and collection development). These funds accounted for 23.5% of the total revenue. (\$83,922.67 out of \$356,173.05).

6. Director's Monthly Report:
  - a. November 2022 Statistics
    - i. September 2022 Registration Statistics – There was an 83.3% increase in New Patrons compared to September 2021 (18 to 33).
    - ii. September 2022 Circulation Statistics
      1. Physical materials – checkouts are up 26.1% from September 2021 (1414 to 1783).
      2. E-material – checkouts are up 24.7% from September 2021 (360 to 449).
    - iii. September 2022 Programming Statistics –
      1. Active Stats (In-Person/Virtual) – attendance was up 4.1% from September 2021 (146 to 152).
      2. Passive Stats (Self-Guided/Virtual) – Participation is up 353.6% from September 2021 (28 to 127).
  - b. Building Maintenance/Projects – The shed was delivered. The library staff are waiting until the security bars on the windows are installed before moving materials into it.
  - c. Library Happenings
    - i. Winter Reading Program – The Annual all-ages program began December 1<sup>st</sup> and runs through the end of February. Staff are promoting this event to everyone who checks out materials or attends programs. The board will be updated again at the January meeting.

- ii. Silvis History Book Revision – Minda is still working on the thorough review of the current material. She hopes to have this completed by next month. Then, she will begin doing research.
- d. City Happenings
  - i. Christmas in Silvis – Christmas in Silvis was held on December 3<sup>rd</sup>. Two of the library's staff hosted a booth at City Hall. They read stories and gave out new books to the children in attendance. Books were sponsored by the Friends of the Silvis Library. Total attendance was roughly 140.
  - ii. Annual Library Report to City Council – The Annual Report to City Council was presented on December 6<sup>th</sup>. The council was impressed by the library's increased statistics and this year's Trunk or Treat. Trustee Joshua Dyer thanked the library for going fine-free.
- e. Staff Training – Amy discussed upcoming staff training.
  - i. Active Shooter – Lieutenant Matt Desmyter of the Rock Island County Sheriff's Office will provide the library with Run, Hide, Fight Training on Friday, January 27<sup>th</sup> at 2pm. He will also provide a threat assessment of our facility. Training and assessment will take 2-3 hours.
  - ii. Staff Development Day – The Staff will be participating in their quarterly Staff Development Day on March 1st. They will discuss the Winter Reading Program, 2024 Centennial Planning, and circulation procedures. The next Staff Development Day will be held in May. It will focus on Summer Reading 2023.
  - iii. Additional Training – The library staff completed several other training opportunities since our last meeting.
    - 1. Amy completed: EDI Cohort Session 2 and Keys to being a better Trustee (Part II)
    - 2. Rachel completed: Several Cataloging training sessions.
- f. Per Capita Grant 2022 Update – The 2022 Per Capita Grant is still being worked on. It will be completed prior to the January 30<sup>th</sup> deadline.
- g. Circulation Clerk Position – Emmalee Finch was hired to fill the part-time Circulation Clerk position.
- h. Circulation Manager Position – Current Circulation Manager, Shay VanDeWoestyne has accepted a full-time position elsewhere. They will continue to work part-time at the Silvis library through March.

7. UNFINISHED BUSINESS:

- a. 2023 Per Capita Grant Requirements – It is likely that 2023 Per Capita requirements will be the same as they were this year, but that has not been confirmed yet. Amy will check every month and update the board when the information becomes available.
- a. Trustee Facts File (Chapter 5: Policymaking-Codifying Policies) – This was discussed last month but needed some clarification. We do NOT need to worry about codifying our policies. This is done by the City of Silvis for us.
- b. Trustee Continuing Education
  - i. Annual Sexual Harassment Training – All trustees and library staff have completed the annual training. A copy of each certificate was sent to City Clerk Amy Malmstrom. This is an annual requirement and will need to be completed again in October 2023.
  - ii. Keys to Being a Better Library Trustee (Part II) – All trustees were asked to complete Part I prior to the November meeting and Part II by the December meeting. Part II discusses Parliamentary Procedure.
    - 1. Hierarchy of Governing Documents – The presenter shared a document containing the hierarchy of documents.
    - 2. Quorum – A definition of quorum was given. For our board of 9, a quorum is 5 or more.
    - 3. Agenda – A sample outline of a basic agenda was given. This is the same way our agendas are already laid out.
    - 4. Processing a Motion – The steps of processing a motion were listed.
    - 5. Precedence of Motions – A handout on the Precedence of a Motion was discussed.
    - 6. Meaning of Votes – voting definitions were given
    - 7. Script of a Motion – A script of a motion was presented.
    - 8. Basic Characteristics of a Motion – Handouts on the characteristics of different motions was given.

- c. Budget Committee
  - i. Meeting Overview - Budget Committee members Beth Tepen, Bev Reese and Amy Fry met on December 5th. Committee member Alex Turkmani was absent. Budget line items were discussed for each library account and compared to last year's budget.
  - ii. Budget Committee Minutes - A motion was made to approve the December 5th budget committee minutes as presented.  
Motion: Bev Reese Second: Holly Landry  
  
The motion passed unanimously.

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 13: Marketing, Promotion, and Collaboration) – Chapter 13 discusses promoting the library and their services. The library meets all standards and complies with all items on the checklist.
- b. Trustee Facts File (Chapter 6: Intellectual Freedom) –Chapter 6 discusses the important role libraries play in providing public access to information. Collection Development, Material Challenges, Patron Internet Access, and Patron's Rights to Privacy were discussed in detail.
- c. Policy Review (Surplus Property) – The Surplus Property policy was presented and discussed. No changes were needed.
- a. Policy Review (Non-Discrimination/Anti-Harassment Policy) - The Non-Discrimination/Anti-Harassment policy was presented and discussed. No changes were needed.
- b. Strategic Planning Consultant – A Strategic Planning Consultant was included in the rough draft of the FY23-24 budget. The library will start gathering quotes soon.
- c. 2023 FSLA Proposed Changes – An article regarding the proposed changes to FSLA was included in the board packet. The board will be updated again at a future meeting if the changes take effect.
- d. FY23-24 Board Meeting Schedule – A motion was made to accept the FY23-24 Board Meeting Schedule as presented.  
Motion: Bruce Boyd Second: Amanda VanOpdorp  
  
The motion passed unanimously.
- e. CLOSED SESSION - At 6:51 pm, it was moved to convene into Closed Session pursuant to 5 ILCS 120/2(c)8: security procedures, building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.  
Motion: Alex Turkmani Second: Bev Reese  
Unanimously approved.  
  
At 7:12 pm, it was moved to motion to return from closed session.  
Motion: Ivy Pittman-Outen Second: Bruce Boyd  
Unanimously approved.

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

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

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| <ul style="list-style-type: none"> <li>• Serving Our Public 4.0 (Chapter 1)</li> <li>• Per Capita 2022 Update</li> <li>• Per Capita 2023 Requirements</li> <li>• Trustee Facts File (Chapter 7)</li> <li>• Building Maintenance (?)</li> <li>• Centennial Committee Update</li> <li>• Policy Review (Personnel Policy)</li> </ul> | <ul style="list-style-type: none"> <li>• Review Closed Session minutes</li> <li>• Trustee Continuing Education (Holly)</li> <li>• Add Parliamentary Authority (Roberts Rules) to Bylaws</li> <li>• Staff training (Active Shooter, etc.)</li> <li>• Budget Committee – Meeting Discussion, Minutes Approval, Vote on Budget</li> <li>• Decennial Committee Update?</li> <li>• WRP update</li> </ul> |
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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