

Silvis Board Meeting – Monday, January 9th, 2023, 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: Alex Turkmani, Bruce Boyd, Holly Landry, Ivy Pittman-Outen, Bev Reese, Amanda VanOpdorp, Beth Tepen, Meaghan Terry
Absent: Gloria Douglas
Staff: Amy Fry
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: Meaghan Terry Second: Holly Landry

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

Alex Turkmani – Yes	Bev Reese - Yes
Bruce Boyd - Yes	Meaghan Terry – Yes
Gloria Douglas – ABSENT	Amanda VanOpdorp – Yes
Holly Landry – Yes	Beth Tepen – Yes
Ivy Pittman-Outen – 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. December 2022 Statistics
 - i. December 2022 Registration Statistics – There was an 46.2% increase in New Patrons compared to December 2021 (13 to 19). Card renewals were up 40% over last December (15 to 21).
 - ii. December 2022 Circulation Statistics –
 1. Physical materials – checkouts are up 16.5% from December 2021 (1303 to 1518).
 2. E-material – checkouts are up 14.8% from December 2021 (398 to 457).
 - iii. December 2022 Programming Statistics –
 1. Active Stats (In-Person/Virtual) – attendance was up 128.9% from December 2021 (128 to 293). Last year, the library did not have Christmas in Silvis attendance.
 2. Passive Stats (Self-Guided/Virtual) – Participation is up 167.4% from December 2021 (43 to 115).
 - b. Building Maintenance/Projects – The wall repair was completed. There was more internal damage than original thought, so additional supplies were needed.
 - c. Library Happenings
 - i. Winter Reading Program – The Annual all-ages program began December 1st and runs through the end of February. Amy will update the board again at the February 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. 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 27th at 2pm. He will also provide a threat assessment of our facility. Training and assessment will take 2-3 hours.
 - ii. Additional Training – The library staff completed several other training opportunities since our last meeting.
 1. Emma completed: Sierra navigation, Encore Basics, Placing Holds Parts 1-4, Search Sierra Part 1-4, and Circulation Parts 1-6.

2. Amy completed: EDI Cohort Session 3 and IPLAR training
3. Rachel completed: Several Cataloging training sessions.

e. Grants and Donations

- i. Per Capita Grant 2023 Update – The 2022 Per Capita Grant is still being worked on. It will be completed prior to the January 30, 2023 deadline.
- ii. Lowell N Johnson Donation – The Silvis Library received a donation from the Lowell N Johnson Foundation.

f. Centennial Committee – Logo, revenue, and fundraising were discussed.

6. Friends of the Library/Royal Neighbors – The Friends meet January 10th at 6pm. They will be discussing membership, Good Friday Bake Sale, and the Centennial Celebration.

7. UNFINISHED BUSINESS:

- a. 2024 Per Capita Grant Requirements – Amy anticipates that the 2024 Per Capita requirements will be the same as they were this year, but that has not been confirmed yet. She will check every month and update the board when the information becomes available.
- b. Decennial Committee – Amy shared an article on the Decennial Committee requirements with the board.
- c. Trustee Continuing Education – Holly Landry presented. She presented on the topic of literacy. She presented an app that can help with finding and connecting these potential patrons with the resources the library possesses.
- d. Budget Committee
 - i. Meeting Overview - Budget Committee members Beth Tepen, Bev Reese, Alex Turkmani, and Amy Fry met on January 3rd. 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 January 3rd budget committee minutes as presented.

Motion: Alex Turkmani Second: Bev Reese

The motion passed unanimously.

- e. By-Laws (Parliamentary Authority) – A motion was made to approve the revised By-Laws as presented.
Motion: Alex Turkmani Second: Meaghan Terry

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

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

Bev Reese - Yes
Meaghan Terry – Yes
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 Revised By-Laws were adopted.

- f. FY23-24 Budget - A motion to approve the FY23-24 Budget was made.
Motion: Bev Reese Second: Ivy Pittman-Outen

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

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

Bev Reese - Yes
Meaghan Terry – Yes
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 FY23-24 Budget was adopted.

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 1: Core Standards) – The library meets all Core Standards.
- b. Trustee Facts File (Chapter 7: Planning) – Chapter 7 was discussed. It covers Strategic Planning.
- c. Policy Review (Personnel Policy) - A motion to approve the Revised Personnel Policy was presented.
Motion: Alex Turkmani 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 – ABSENT

Holly Landry – Yes

Ivy Pittman-Outen – Yes

Bev Reese - Yes

Meaghan Terry – Yes

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 Revised Personnel Policy was adopted.

- d. CLOSED SESSION - At pm, it was moved to convene into Closed Session pursuant to 5 ILCS 120/2(c)21: discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body or semi-annual review.

Motion: Bev Reese Second: Meaghan Terry

Unanimously approved.

At 6:46 pm, it was moved to motion to return from closed session.

Motion: Holly Landry Second: Amanda VanOpdorp

Unanimously approved.

- e. Closed Session Minutes (February 2021-December 2022) - A motion was made not to release the closed session minutes and keep them on file.

Motion: Bev Reese Second: Meaghan Terry

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

Alex Turkmani – Yes

Bruce Boyd - Yes

Gloria Douglas – ABSENT

Holly Landry – Yes

Ivy Pittman-Outen – Yes

Bev Reese - Yes

Meaghan Terry – Yes

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 Closed Session minutes from February 2021-December 2022 will not be released and will be kept on file.

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

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

- Serving Our Public 4.0 (Chapter 2)
- Per Capita 2023 Update
- Per Capita 2024 Requirements
- Trustee Facts File (Chapter 8)
- Building Maintenance (?)
- Centennial Committee Update
- Trustee Continuing Education (Volunteer: Beth Tepen)

- Staff training (Quarterly Staff Development Day, etc.)
- Decennial Committee Update?
- WRP update
- Friends/RN Meeting Update
- Updated Salary Matrix
- RRLD Contract – Approve
- ILLINET Survey & Library Certification
- Anything else?

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: 6:51 pm.

Respectfully Submitted, Alex Turkmani