

Silvis Board Meeting – Monday, February 13th, 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 6:09 pm.
2. Roll Call:
Present: Beth Tepen, Meaghan Terry, Alex Turkmani, Bruce Boyd, Bev Reese, Gloria Douglas, Ivy Pittman-Outen, Amanda VanOpdorp
Absent: Holly Landry
Staff: Amy Fry, 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. Bev Reese requested the minutes be removed.
A motion was made to approve the remaining items 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	Bev Reese - Yes
Bruce Boyd - Yes	Meaghan Terry – Yes
Gloria Douglas – Yes	Amanda VanOpdorp – Yes
Holly Landry – Absent	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 Report of Bills to be Paid and the Treasurer’s Budget Report was passed.

A motion was made to approve the minutes from January 2023’s meeting.
Motion: Alex Turkmani Second: Bev Reese

After the motion was made discussion was had on the minutes from last meeting.

A motion was made to amend the original motion to approve the amended minutes from the January 2023 meeting.
Motion: Bev Reese Second: Meaghan Terry

The Board Secretary, Alex Turkmani, requested a Roll Call vote, ending with the Board President.| | |
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| Alex Turkmani- Yes | Bev Reese- Yes |
| Bruce Boyd- Yes | Meaghan Terry- Yes |
| Gloria Douglas- Yes | Amanda VanOpdorp- Yes |
| Holly Landry- Absent | Beth Tepen- Yes |
| Ivy Pittman-Outen- Yes | |

There were 8 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the minutes as amended were passed.
5. Director’s Monthly Report:
 - a. January 2023 Statistics
 - i. January 2023 Registration Statistics – There was a 172.7% increase in new patrons compared to January 2022 (11 to 30). Card renewals were up 40% over last January (15 to 21).
 - ii. January 2023 Circulation Statistics –
 1. Physical materials – checkouts are up 7.7% from January 2022 (1575 to 1696).
 2. E-material – checkouts are up 10.9% from January 2022 (468 to 519).
 - iii. January 2023 Programming Statistics –
 1. Active Stats (In-Person/Virtual) – Attendance was up 126.7% from January 2022 (86 to 195).
 2. Passive Stats (Self-Guided/Virtual) – Participation is up 3.8% from January 2022 (53 to 55).
 - b. Building Maintenance/Projects –
 - i. Roof – In early February, metal from the roof came loose due to high winds. The metal punctured the roof and caused a small leak, which has been repaired. A quote to reinstall the metal is in the works. Amy is gathering quotes for a roof replacement. She will update the board once they are complete.
 - ii. Vestibule – The vestibule door was tightened to keep water out when it rains. Amy will update the board if the vestibule floods again.

- c. Library Happenings
 - i. Winter Reading Program – The Annual all-ages program began December 1st and runs through the end of February. Staff are promoting this event to everyone who checks out materials or attends programs. Participation is roughly the same as last year. Amy will present statistics at the March meeting.
 - ii. Silvis History Book Revision – Amy gave an update on the progress on the Silvis History Book revision.
 - iii. Illinois Libraries Present Virtual Programming – The library has joined ILP. These events have authors that would normally be well out of the library's price range (examples: Shauna Sever, Caitlin Doughty, Kwame Alexander, Mary Roach, Ross Gay, and Danny Trejo).
 - 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 also provided a threat assessment of our facility.
 - ii. Quarterly Staff Development Day – The next Staff Development Day will be held on March 1st. They will discuss Winter Reading, circulation training, and shelf reading.
 - iii. Cataloging Certification (Rachel Carter) – Rachel Carter has completed her Cataloging Certification.
 - iv. Additional Training – The library staff completed several other training opportunities since our last meeting.
 - 1. Amy completed: EDI Cohort Session 4
 - 2. Minda completed: Anatomy of a Patron Record and Managing Holds training through Library Learning
 - e. Annual Reports
 - i. Per Capita 2023 – Completed on January 28th (Silvis & Rock River)
 - ii. ILLINET – Completed September 12, 2022 (Silvis & Rock River)
 - iii. Library Certification – Completed on January 28th (Silvis & Rock River)
 - f. Centennial Committee – Centennial fundraising was discussed. Amy encouraged the trustees to donate baked goods to the Friends Good Friday Bake Sale. She also asked for trustees to volunteer for the May BINGO Night.
6. Friends of the Library/Royal Neighbors – The Friends and Royal Neighbors met on January 10th. They discussed the Good Friday Bake Sale and t-shirt sales. They will meet again tomorrow at 6pm. They will be discussing membership, Good Friday Bake Sale, the Centennial Celebration, and library requests for funding.
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 update the board when the information becomes available.
 - b. Decennial Committee – Amy shared an article on the required Decennial Committee.
 - c. Trustee Continuing Education – Beth presented on the RAILS system, of which, our library is apart. It is a resource sharing system which includes book delivery. We are fortunate to be a part of this system which gives our smaller library access to a wider range of resources not normally available to libraries of our size. We benefit in a number of different ways from this organization. These benefits include trustee board training and also director training. They do provide grants as well. They also provide networking opportunities for libraries in the state.
8. NEW BUSINESS:
- a. Serving the Public 4.0 (Chapter 2: Governance & Administration) – Chapter 2 of Serving the Public 4.0 was discussed. The library meets all Governance & Administration requirements.
 - b. Trustee Facts File (Chapter 8: Human Resources) – Chapter 8 of the Trustee Facts File was discussed. The chapter focuses on Human Resources.

- a. FY23-24 Salary Matrix – Amy presented the proposed Salary Matrix for FY23-24. It will be voted on at the next meeting.
- b. Rock River Library District Contract – Amy presented the Rock River contract for next year. We will vote on it next month.
- c. Policy Review (Photography & Video) – The photography & Video policy was reviewed. No changes were proposed.

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 3)
- Per Capita 2024 Requirements
- Trustee Facts File (Chapter 9)
- Job Descriptions
- Building Maintenance
- Centennial Committee Update
- Trustee Continuing Education (Volunteer: Meaghan Terry)
- Staff training (Quarterly Staff Development Day, etc.)
- Decennial Committee Update
- WRP Report
- Friends/RN Meeting Update
- Updated Salary Matrix - Approve
- RRLD Contract – Approve
- Summer Reading 2023
- Nomination of Officers (Discussion)

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: 7:10 pm.

Respectfully Submitted, Alex Turkmani