

**Silvis Board Meeting – Monday, March 13<sup>th</sup>, 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 6:03 pm.
2. Roll Call:  
Present: Beth Tepen, Meaghan Terry, Alex Turkmani, Holly Landry, Bev Reese, Gloria Douglas, Ivy Pittman-Outen, Amanda VanOpdorp  
Absent: Bruce Boyd  
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:** Bev Reese

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

Alex Turkmani – Yes  
Bruce Boyd - Absent  
Gloria Douglas – Yes  
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 Consent Agenda is adopted.**

5. Approve Items Removed from the Consent Agenda – No items were removed.
6. Director’s Monthly Report:
  - a. February 2023 Statistics – Amy presented the February registration, circulation, and programming statistics and compared them to last year. There was a small decline in physical circulation from February 2022. All other statistics increased in comparison to last February.
  - b. Building Maintenance/Projects – Amy presented roofing quotes to the board and will bring this topic back to the board next month. She informed the board that security bars had been installed on the shed and the vestibule walls will be sealed as soon as the weather gets significantly warmer. Amy also informed the board that she will be bringing quotes for programming tables to the next meeting.
  - c. Library Happenings – Amy discussed library happenings with the board.
    - i. Programming –
      1. Winter Reading Program Report – Amy presented the Board with this year’s Winter Reading Report. The reading program participation was up 87.8% from last year. Event attendance was up 272.7% from last year.
      2. Silvis History Book Revision – Amy discussed the progress made on the Silvis History Book revision.
      3. Summer Reading 2023 – Amy presented the board with a brochure highlighting the 2023 Summer Reading theme, Oceans of Possibilities. Sponsors and fundraising were also discussed.
    - ii. Collection Development – Amy informed the board that the library staff is doing several collection development projects. They are working on their annual weed of library materials, relabeling and standardizing the use of Dewey Decimal numbers in nonfiction areas, and moving Speculative Fiction into the broader, Adult Fiction Collection (in hopes of increasing their circulation).
    - iii. Memorial Donation – Amy informed the board of a recent donation made by the family estate of a patron who recently passed away.

- d. Personnel
    - i. Meetings – Meetings that were attended by library staff were discussed.
    - ii. Training – Amy discussed staff training. In particular, the 1619 Conference, Baker Diversity Lecture Series, and the EDI Cohort were reviewed. She also informed the board that she will be participating in new training for FOIA and OMA in April. After that is complete, she will complete the annual certification of both.
    - iii. Job Openings – Shay’s last day at the Silvis Library will be March 31<sup>st</sup>. Emma has begun training for the Circulation Manger position. Amy is also in the process of interviewing applicants for a 10-hour and a 20-hour Circulation Clerk position.
  - e. Centennial Committee - The April 7th Bake Sale and May 18<sup>th</sup> BINGO fundraiser were discussed. Amy also informed the board that she created and is presenting a PowerPoint presentation to local nonprofits and businesses to form partnerships for centennial events. She also intends to broaden the presentation to create a local history program for the community.
7. Friends of the Library/Royal Neighbors – The Friends and Royal Neighbors met in February. They discussed the Centennial, the bake Sale, 50/50 Raffle, memberships, virtual meeting license, and approved funding for 20 library programs, snacks, and supplies.

8. UNFINISHED BUSINESS:

- a. Decennial Committee – The Decennial Committee requirement was discussed. Amy will reach out to an attorney to get guidance on whether this will be a requirement of the Silvis Library – or just the Rock River Library District.
- a. FY23-24 Salary Matrix – A motion was made to approve the FY23-24 Salary Matrix as presented.  
**Motion:** Alex Turkmani    **Second:** Ivy Pittman-Outen

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

Alex Turkmani – Yes	Bev Reese - Yes
Bruce Boyd - ABSENT	Meaghan Terry – Yes
Gloria Douglas – Yes	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 **FY23-24 Salary Matrix was approved.**

- b. Rock River Library District Contract – A motion was made to approve Rock River Library District Contract as presented.  
**Motion:** Bev Reese    **Second:** Meaghan Terry

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

Alex Turkmani – Yes	Bev Reese - Yes
Bruce Boyd - ABSENT	Meaghan Terry – Yes
Gloria Douglas – Yes	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 **Rock River Library District Contract was approved.**

- c. Trustee Continuing Education - Meaghan Terry presented on her trip to the Illinois Reading Council. She mentioned that she got to meet a great children’s author. And she also expressed the importance of having Larger Print books.

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapter 3: Personnel) – The library meets all Personnel requirements.
- b. Trustee Facts File (Chapter 9: Facilities)– Chapter 8 of the Trustees Facts File was reviewed.
- a. Review Job Description (Circulation Manager) – Amy presented the current Circulation Manager Job Description without any proposed changes. The board did not find that any changes were needed.
- b. Tobacco-Free/Nicotine-Free Policy – Amy discussed a proposed Tobacco Policy. It will be voted on at the April meeting.
- c. Electronic Meetings Policy – Amy presented an proposed addition to the Bylaws that would allow for electronic meeting attendance, as long as it is covered by the allowances included in the state statute. This will be voted on next month.
- d. Nomination of Officers – Nominations for Officers were discussed. Nominations will be presented at the April meeting.

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 4&5)
- Per Capita 2024 Requirements
- Trustee Facts File (Chapter 10)
- Job Descriptions
- Building Maintenance
- Centennial Committee Update
- Trustee Continuing Education (Volunteer: Bev Reese)
- Decennial Committee Update
- Friends/RN Update
- Tobacco Policy – Approve/ Discuss
- Electronic Meeting Bylaws - Approve / Discuss
- Nomination of Officers
- OMA/FOIA certification

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: 7:36 pm.

Respectfully Submitted, Alex Turkmani