

Silvis Board Meeting – Monday, April 10th, 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
2. Roll Call:
Present: Meaghan Terry, Ivy Pittman-Outen, Bruce Boyd, Gloria Douglas, Alex Turkmani, Holly Landry, Beth Tepen, Bev Reese
Absent: Amanda VanOpdorp
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.

A motion was made to approve the Consent Agenda as 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 – Yes
Holly Landry – Yes
Ivy Pittman-Outen – Yes

Bev Reese - Yes
Meaghan Terry – Yes
Amanda VanOpdorp – ABSENT
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 was approved.

5. Approve Items Removed from the Consent Agenda – None
6. Director’s Monthly Report:
 - a. March 2023 Statistics
 - i. March 2023 Registration Statistics – New Patrons and Card Renewals were roughly even with March 2022 (39/38 New Patrons, 31/33 Renewals).
 - ii. March 2023 Circulation Statistics
 1. Physical materials – checkouts increased 4.7% from March 2022 (2029 to 2124).
 2. E-material – checkouts are up 26% from March 2022 (404 to 509).
 - iii. February 2023 Programming Statistics –
 1. Active Stats (In-Person/Virtual) – Attendance was up 10.5% from March 2022 (152 to 168).
 2. Passive Stats (Self-Guided/Virtual) – Participation was up 330% from March 2022 (40 to 172).
 - b. Building Maintenance/Projects –
 - i. Roof – Amy is gathering quotes. They will be discussed in more detail next month.
 - ii. Vestibule – Amy reached out to Public Works to get on the schedule for sealing the vestibule soon.
 - iii. Shed – Amy reached out to Public Works to build ramps for the shed.
 - iv. Tables –Amy presented quotes for 3 different table styles, in various sizes and numbers. The board suggested she go with 8 of the Elemental, adjustable height, tables in size 72 x 30 for a total of \$7,850.76. Amy will bring the quote back to the board next month for a vote.
 - v. Storytime Rug. Amy presented the Storytime Rug that the staff would like to purchase to replace the current one. This will be voted on next month.

- vi. Smoke Alarms – Amy attached the quote for smoke alarms. This will be voted on next month.
 - vii. Strategic Planner – Amy attached documents from a proposed Strategic Planner. This will be voted on next month.
 - viii. Website – Amy hopes to have the website completed by August 1st, instead of May 1st. She will update the board every month from this point forward.
- c. Library Happenings
 - i. Programming – Library programs and the Silvis History Book revision were discussed.
 - ii. Collection Development – Current Collection Development projections were discussed.
 - d. Personnel
 - i. Meetings – Amy participated in a total of 18 meetings, hosted 24 interviews, and presented 2 Centennial Presentations. The remaining staff participated in 14 meetings.
 - ii. Training –
 - 1. Monthly - Amy completed 8 training sessions. Emma completed 2.
 - 2. Annual – OMA, FOIA, and Sexual Harassment trainings were discussed.
 - iii. Job Openings – All positions have been filled and training has begun.
 - e. Centennial Committee
 - i. The Good Friday Bake Sale – Amy will present statistics next month.
 - ii. The BINGO Fundraiser – Volunteers and planning were discussed.
7. Friends of the Library/Royal Neighbors – The Friends and Royal Neighbors did not meet in March. They will meet tomorrow.
8. UNFINISHED BUSINESS:
- a. Decennial Committee – Amy shared a memorandum from the city’s attorney, Ancel Glick. This will be discussed in more detail next month.
 - a. Trustee Continuing Education – Bev Reese presented about: Directors who face pressure from patrons to curate or censor their collections. A discussion was had about freedom of speech and various issues that libraries face.
 - b. Tobacco-Free/Nicotine-Free Policy – Amy shared an updated policy suggestion. It will be voted on next month.
 - c. Electronic Meetings Policy – The proposed changes to the by-laws were presented. They will be voted on next month.
 - d. Nomination of Officers
 - i. There were nominations for the positions of president, vice president and secretary. Elections will be held next month.
 - 1. Meaghan Terry was nominated for the position of President by Bev Reese.
 - 2. Ivy Pittman-Outen was nominated for the position of Vice President by Beth Tepen.
 - 3. Alex Turkmani was nominated for the position of Secretary by Ivy Pittman-Outen.
 - ii. Expiring Terms: Beth Tepen, Alex Turkmani, and Holly Landry all have expiring terms in 2023. They all intended to stay on for another term. Amy will inform the Mayor. She will also send the OMA certification link to the three trustees.

8. NEW BUSINESS:

- a. Serving the Public 4.0 (Chapters 4 & 5: Access & Building Infrastructure and Maintenance) – The library is current on standards and checklist items for Chapter 4 and Chapter 5.
- b. Trustee Facts File (Chapter 10: Budgeting and Financial Management) Chapter 10 goes over budgeting, grants, endowments, annual reports, etc.
- a. Review Job Description (Circulation Clerk I) – The Circulation Clerk I job description was reviewed and no changes were suggested.
- b. Bed Bug Policy – A policy will be voted on at the May meeting/
- c. Amended FY23-24 Budget – An Amended Budget will be voted on next month. It will include money for a roof from library savings.

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 6)
- Per Capita 2024 Requirements
- Trustee Facts File (Chapter 11)
- Job Descriptions (_____)
- Policy Review (_____)
- Building Maintenance
 - Discuss Vestibule and shed updates
 - Approve: tables, rug, smoke alarms, strategic planner
 - Discuss roof quotes
 - Update on Website
- Centennial Committee Update
 - Bake Sale Info
 - BINGO Night Final Plans
- Trustee Continuing Education (Volunteer: Alex)
- Decennial Committee Update
- Friends/RN Update
- Tobacco Policy – Approve
- Electronic Meeting Bylaws – Approve
- Bed Bug Policy – Approve
- Amended Budget -Approve
- Election of Officers
- OMA/FOIA certification
- Review Closed Session Minutes?

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: 7:53pm.

Respectfully Submitted, Alex Turkmani