



Silvis Public Library Board of Trustees

Regular Board Meeting
Monday, June 12th, 2023, 6:00 pm
806 1st Avenue, Silvis, IL 61282

<https://meet.goto.com/SilvisPublicLibrary/silvislibraryjuneboardmeeting>

1. **Call to Order:** Meaghan Terry called the meeting to order at 6:09pm.

2. **Roll Call:**

In-Person Attendance:

Trustees: Bruce Boyd, Gloria Douglas, Beth Tepen, Meaghan Terry, Amanda VanOpdorp

Staff: NONE

Virtual Attendance: Amy Fry

Absent: Bev Reese, Ivy Pittman-Outen, Alex Turkmani, Holly Landry

3. **Public Comment:** NONE

4. **Vote to Establish Consent Agenda:**

Board President, Meaghan Terry, asked Beth Tepen, to Read the Consent Agenda dated Monday, June 12th, 2023. Beth Tepen read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, June 12th, 2023.

Motion: Amanda VanOpdorp Second: Gloria Douglas

Trustee, Beth Tepen, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – ABSENT
Holly Landry – ABSENT
Ivy Pittman-Outen – ABSENT
Bev Reese – ABSENT
Bruce Boyd - YES

Gloria Douglas – YES
Amanda VanOpdorp – YES
Beth Tepen – YES
Meaghan Terry – YES

There were 5 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the *Consent Agenda dated June 12th, 2023 was established.*

5. **Vote to Approve Items on the Consent Agenda:**

A motion was made to approve the Consent Agenda as presented.

Motion: Gloria Douglas Second: Bruce Boyd

Trustee, Beth Tepen, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – ABSENT
Holly Landry – ABSENT
Ivy Pittman-Outen – ABSENT
Bev Reese – ABSENT
Bruce Boyd - YES

Gloria Douglas – YES
Amanda VanOpdorp – YES
Beth Tepen – YES
Meaghan Terry – YES

There were 5 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the *Consent Agenda dated June 12th, 2023 was approved.*

6. **Approve Items Removed from the Consent Agenda: No items were removed from the Consent Agenda.**

7. **Director's Monthly Report:**

a. May 2023 Statistics - Amy presented the May 2023 statistics and compared them to May 2023. Registration, Circulation, and Programming each increased from 2022 to 2023.

b. Summer Reading 2023 – Amy updated the board on the Summer Reading Program. She noted that the programming attendance and reading challenge signup has been really strong. Many patrons have told the staff that they are excited about the theme, decorations, and programming.

- c. Metrolink Partnership – Metrolink is once again generously providing free bus rides to residents to the library during Summer Reading.
- d. Centennial Celebration 2024 – Merchandise, Bingo Night, promotion, and programming were discussed. The next Centennial meeting will be held on July 10th at 5pm.
- e. Betty Phipps Memorial Donation 2023 & 2024 – Tom Phipps has made a generous donation in memory of his wife, Betty Phipps. The funds will be used to revamp our board book collection and shelving. Mr. Phipps intends to donate again in 2024. His 2024 donation will be used for 2 things – an outreach storytime series at the local daycares (each child gets a book) and to purchase school supplies for the Centennial Back-to-School Bounce House Fest.
- f. Decennial Efficiency Committee – The agenda from the first meeting was presented. The second meeting date will be decided at July meeting.
- g. Building Maintenance/Projects –
 - Roof – Amy still gathering quotes. This will be discussed at the July meeting.
 - Vestibule – Public Works is in the middle of several larger projects. Once those are complete, the vestibule will be sealed.
 - Shed – Public Works is in the middle of several larger projects. Once those are complete, the ramp will be built.
 - Tables – The tables arrived ahead of schedule. Public Works put them together.
 - Storytime Rug – The rug arrived, and the cost was lower than anticipated.
 - Smoke Alarms – Installation is complete. The final bill was only lower than anticipated.
 - Power washing – The building was power washed but did not come clean. Amy is working with companies to try and remove grime. She will update the board next month.
- h. Website – Amy has not had time to work on this. She hopes this will improve when the library is fully-staffed again.
- i. Strategic Planning Schedule – The Updated Timeline was presented to the Board,
 - Community Survey will run from June 26th-July 24th
 - Staff Kick Off Session – June 30th 1-hr meeting 5pm
 - Board Kick Off Session – this will be the day of the July Bd meeting. The regular meeting will run from 6-7 and the kickoff session will be from 7pm-8pm
 - Focus Groups – Focus Groups will be August 2nd and 3rd
 - Learning Report – The strategic planners will draft a report based on the survey and focus groups and ask me to help edit it in September.
 - Staff/Board Retreats –These will be held on September 14th. The library will be closed.
- j. Annual Reports
 - City Council – Amy will be presenting her Annual to City Council in August. She will update the board when she knows the exact date.
 - 2023 IPLAR Status – Amy discussed her progress on the 2023 IPLAR. The report will be complete before the July 1st deadline.
 - 2022 Per Capita Award Letter – Amy presented the Per Capita Award Letter to the board. The Silvis Library was awarded \$11,804.43.
 - 2024 Per Capita Requirements – As of now, the requirements have not changed. Amy will update the board if they do.
- k. Library Personnel
 - Meetings – I participated in a total of 15 meetings, Minda two, Rachel 1.
 - Training - Amy completed 7 training sessions and received her temporary cataloging credentials.
 - The library is still working on completed 2023 Sexual harassment Training. Amy will send the board a link when the state training becomes available.
 - Amy completed her annual FOIA training in May.
 - Amy completed her annual OMA training in May. Trustee OMA training was discussed. Nearly all trustees have completed this. It will be discussed again in July.
 - PUG Day will be held on Friday, September 29th at Waubensee Community College in Sugar Grove, IL. The library will be closed so the staff can all attend this training.
 - Job Openings – Emmalee Finch resigned as Circulation Manager. Amy is shifting job responsibilities, updating job descriptions and the salary matrix. She will be hiring a Communications Coordinator instead of a Circulation Clerk. This will be discussed again in July.
- l. Trustee Resignation – Holly Landry resigned from the library board. This will be discussed again in July.

- 8. **Friends of the Library/Royal Neighbors:** The Friends and Royal Neighbors met on April 11th. They discussed membership, their annual review, the Good Friday Bake Sale, Birdies for Charity, and the Centennial Celebration. They meet again tomorrow.
- 9. **Trustee Continuing Education – Because Alex is not here, his report will be for next month.**
- 10. **Unfinished Business for Discussion and Possible Action:**

- a. **Discuss Circulation Policy:** A motion was made to approve the amended Circulation Policy as presented.
Motion: Beth_Tepen **Second:** Bruce_Boyd

Trustee, Beth Tepen, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – ABSENT	Gloria Douglas – YES
Holly Landry – ABSENT	Amanda VanOpdorp – YES
Ivy Pittman-Outen – ABSENT	Beth Tepen – YES
Bev Reese – ABSENT	Meaghan Terry – YES
Bruce Boyd - YES	

There are 5 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and *the amended Circulation Policy was approved.*

11. **New Business for Discussion and Possible Action:**

- a. **Serving the Public 4.0 (Chapters 7: Collection Management):** The library meets all standards on the Collection Management checklist.
- b. **Trustee Facts File (Chapter 12: Advocacy):** Chapter 11 goes over trustee advocacy, specifically with government officials. If you did not read through this, please take it home and do so.
- c. **Discuss the Paid Leave Act:** Please read through this when you get home if you have not already. It basically means that we may need to change our policies on vacation/paid leave. I'll update everyone as more information becomes available. At this point, I'm not certain if the paid leave must be on top of vacation or if vacation counts if they are allowed to use it for whatever they want. We also can't require someone to find their replacement for their pto. It goes into effect in January. I'll update the board as more information becomes available.
- d. **Discuss Non-Resident Card Program:** Every year, the board must decide on the status of a non-resident card program. It must be voted on at a meeting & then Amy informs the State Library of our decision prior to the June 30th deadline. The library does not have any unserved areas that are adjacent to the library taxing area.

A motion was made to *not* participate in the "Non-Resident Fee Program"
Motion: Amanda VanOpdorp **Second:** Bruce Boyd

Trustee, Beth Tepen, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – ABSENT	Gloria Douglas – YES
Holly Landry – ABSENT	Amanda VanOpdorp – YES
Ivy Pittman-Outen – ABSENT	Beth Tepen – YES
Bev Reese – ABSENT	Meaghan Terry – YES
Bruce Boyd - YES	

There were 5 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the board voted *NOT to participate in the Non-Resident Card Program.*

- e. **Discuss Job Descriptions:** Motion to approve and adopt the Job Descriptions as presented was made.
Motion: Bruce Boyd **Second:** Amanda VanOpdorp

Meaghan opened the floor up to discussion.
Trustee, Beth Tepen, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – ABSENT	Gloria Douglas – YES
Holly Landry – ABSENT	Amanda VanOpdorp – YES
Ivy Pittman-Outen – ABSENT	Beth Tepen – YES
Bev Reese – ABSENT	Meaghan Terry – YES
Bruce Boyd - YES	

There were 5 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the and the Job Descriptions were approved.

12. Library Wishes: The library does not have any wishes currently.

13. Items to be placed on next month's agenda:

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| 9. Serving Our Public 4.0 (Chapter 8) | 14. Trustee Continuing Education (Volunteer: Alex) |
| 10. Per Capita 2024 Requirements | 15. Friends/RN Update |
| 11. Trustee Facts File (Chapter 13) | 16. OMA certification - trustees |
| 12. Policy Review (_____) | 17. IPLAR Status |
| 13. Building Maintenance/Projects | 18. Review Closed Session Minutes |
| • Discuss Vestibule and shed updates | 19. Centennial Update |
| • Discuss strategic planner | 20. Job Openings |
| • Discuss roof quotes – possibly vote | 21. Summer Reading |
| • Update on Website | |

Items to be discussed at future meeting

- Facility Systems list (with maintenance operations)
- Building Maintenance/Repair Checklist
- Capital Asset Plan

14. Adjournment - The meeting adjourned at: 6:54 pm.

Respectfully Submitted, Beth Tepen

