



Silvis Public Library Board of Trustees

Regular Board Meeting
Wednesday, July 26th, 2023, 6:00 pm
806 1st Avenue, Silvis, IL 61282

1. **Call to Order:** Meaghan Terry called the meeting to order at 6:01 pm.

2. **Roll Call:**

In-Person Attendance:

Trustees: Bruce Boyd, Gloria Douglas, Ivy Pittman-Outen, Bev Reese, Beth Tepen, Meaghan Terry

Staff: Amy Fry

Absent: Amanda VanOpdorp, Alex Turkmani

3. **Public Comment:** NONE

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

Board President, Meaghan Terry, asked Board Trustee, Beth Tepen, to read the Consent Agenda dated Wednesday, July 26th, 2023. Beth Tepen read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Wednesday, July 26th, 2023.

Motion: Bruce Boyd Second: Ivy Pittman-Outen

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

Bruce Boyd – YES

Gloria Douglas – YES

Ivy Pittman-Outen – YES

Bev Reese - YES

Beth Tepen – YES

Alex Turkmani – ABSENT

Amanda VanOpdorp – ABSENT

Meaghan Terry – YES

There were 6 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the *Consent Agenda dated July 26th, 2023 was established.*

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

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

Motion: Ivy Pittman-Outen Second: Bev Reese

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

Bruce Boyd – YES

Gloria Douglas – YES

Ivy Pittman-Outen – YES

Bev Reese - YES

Beth Tepen – YES

Alex Turkmani – ABSENT

Amanda VanOpdorp – ABSENT

Meaghan Terry – YES

There were 6 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the *Consent Agenda dated July 26th, 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. June 2023 Statistics - Amy presented the June 2023 statistics and compared them to June 2022.
- b. Centennial Celebration 2024 – The August 26th Bingo Night Fundraiser was discussed. Amy asked the trustees to each volunteer if possible.
- c. Decennial Efficiency Committee – Amy informed the trustees that all members of the committee, including citizens, must complete OMA training. The date for the second Decennial Efficiency Committee meeting will be November 13th.
- d. Building Maintenance/Projects –

- Roof – Amy discussed roofing quotes with the board.
 - Vestibule – Due to the Public Works extremely busy schedule, Amy is going to reach out to vendors to price sealing the vestibule. This will be discussed further at the August meeting.
 - Shed – Amy is looking into other options to get the shed steps built. She will update the board in August.
 - Exterior – Amy has hired Bi-State Masonry to do test areas with various chemicals until they find one that works. After this, Amy will investigate the cost to clean the brick completely. She is also looking at the cost of painting the exterior stucco. This will be discussed again in August.
- e. Strategic Planning Schedule – The Updated Timeline was presented to the Board,
- Community Survey will run from June 26th-July 24th
 - Staff Kick Off Session – held on June 30th 1-hr meeting 5pm
 - Board Kick Off Session – on the agenda tonight
 - Focus Groups – Focus Groups will be August 2nd and 3rd
 - Learning Report – September
 - Staff/Board Retreats –These will be held on September 14th. The library will be closed.
- f. 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 completed the 2023 IPLAR before the July 1st deadline.
 - 2024 Per Capita Requirements – As of now, the requirements have not changed. Amy will update the board if they do.
- g. Library Personnel
- Meetings – Staff participated in a total of 16 meetings in June.
 - Training - Amy completed 2 training sessions.
 - The library is still working on completed 2023 Sexual harassment Training. Amy will send the board a link when the state training becomes available.
 - Staff Development Day will be moved from August to September 14th. This will allow it to be held the same day as Strategic Planning retreat.
 - 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 – The Communications Coordinator and Communications Clerk positions are open until filled. Amy will update the board in August.
- h. Trustee Appointment – Mayor Carter has appointed Amanda Watson to the library board. She will be sworn in prior to the August meeting. Meghan and Amy will reach out to coordinator trustee training.

8. Friends of the Library/Royal Neighbors: The Friends and Royal Neighbors met on May 9th. They discussed membership, their annual review, Birdies for Charity, and the Centennial Celebration. The sponsored 16 library programming requests for a total of \$1312.50.

9. Trustee Continuing Education: Due to Alex Turkmani's absence, this will be tabled until the August meeting.

10. Unfinished Business for Discussion and Possible Action:

- a. **Discuss Collection Acquisition & Development Policy:** The Collection Acquisition & Development Policy was discussed. No changes were suggested.
- b. **Discuss Trustee OMA Requirement:** New trustees and trustees whose terms are renewed must complete the Open Meeting Act certification. This will be discussed again in August.
- c. **Discuss Roofing Quotes:** A motion was made to approve the bid from Economy Roofing for a complete tear off and replacement of the library roof, including lifting HVAC units and cleanup for \$131,500.00.
Motion: Bev Reese Second: Gloria Douglas

Meaghan opened the floor up to discussion.

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

Bruce Boyd – YES
 Gloria Douglas – YES
 Ivy Pittman-Outen – YES
 Bev Reese - YES

Beth Tepen – YES
 Alex Turkmani – ABSENT
 Amanda VanOpdorp – ABSENT
 Meaghan Terry – YES

There were 6 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the *Economy Roofing quote for \$131,500.00, or up to \$132,000 was approved.*

11. New Business for Discussion and Possible Action:

- a. Serving the Public 4.0 (Chapters 8: System Member Responsibilities and Resource Sharing):** The library meets all standards on the System Member Responsibilities and Resource Sharing checklist.
- b. Trustee Facts File (Chapter 13: Public Relations):** Chapter 13 discusses creating a Public Relations Policy, cultivating community partnerships, utilizing medias in a pr campaign, making public presentations, and the importance of patron input.

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

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

- Serving Our Public 4.0 (Chapter 9)
- Per Capita 2024 Requirements
- Trustee Facts File (Chapter 14)
- Policy Review (_____)
- Building Maintenance/Projects
 - Discuss Vestibule and shed updates
 - Discuss Exterior repairs
 - Discuss strategic planner
 - Discuss roof update
 - Update on Website
- Trustee Continuing Education (Alex Turkmani)
- Friends/RN Update
- OMA certification - trustees
- Review Closed Session Minutes
- Centennial Update
- Job Openings
- Summer Reading
- Trunk or Treat
- Levy Letter – Draft
- New Trustee
- City Council Presentation (Year in Review)
- 2024 School Supplies Drive

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: 6:59 pm.

Respectfully Submitted, Beth Tepen

