



# Silvis Public Library Board of Trustees

Regular Board Meeting  
Monday, August 14th, 2023, 6:00 pm  
806 1<sup>st</sup> Avenue, Silvis, IL 61282

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

2. **Roll Call:**

In-Person Attendance:

Trustees: Bruce Boyd, Gloria Douglas, Ivy Pittman-Outen, Beth Tepen, Meaghan Terry, Alex Turkmani,  
Amanda Watson

Staff: Amy Fry

Absent: Bev Reese, Amanda VanOpdorp, Gloria Douglas

3. **Public Comment:** NONE

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

Board President, Meaghan Terry, asked Secretary, Alex Turkmani, to read the Consent Agenda dated Monday, August 14<sup>th</sup>, 2023. Alex Turkmani read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, August 14<sup>th</sup>, 2023.

**Motion: Ivy Pittman-Outen Second: Bruce Boyd**

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

Bruce Boyd – Yes

Gloria Douglas – ABSENT

Ivy Pittman-Outen – Yes

Bev Reese - ABSENT

Beth Tepen – Yes

Alex Turkmani – Yes

Amanda VanOpdorp – ABSENT

Amanda Watson - Yes

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 August 14<sup>th</sup>, 2023 was established.**

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

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

**Motion: Bruce Boyd Second: Beth Tepen**

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

Bruce Boyd – Yes

Gloria Douglas – ABSENT

Ivy Pittman-Outen – Yes

Bev Reese - ABSENT

Beth Tepen – Yes

Alex Turkmani – Yes

Amanda VanOpdorp – ABSENT

Amanda Watson - Yes

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 August 14<sup>th</sup>, 2023 was approved.**

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

7. **Trustee Resignation:** Holly Landry has resigned from the Library Board.

8. **Trustee Introduction:** Amy introduced Amy Watson. Amy was sworn in on July 19<sup>th</sup>, 2023. She will fill Holly's vacancy.

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

a. June 2023 Statistics –

i. July 2023 Registration Statistics –

1. New Patrons were down 38.6% from July 2022 (70/43).

2. Renewals were down 38.3% (47 to 29 Renewals).

ii. July 2023 Circulation Statistics –

1. Physical materials – checkouts decreased by 15% from July 2022 (2409 to 2048).
2. E-material – checkouts were up 15.6% from July 2022 (533 to 616).
- iii. July 2023 Programming Statistics – Amy noted that the Summer Reading registration is now being counted as a passive program statistic instead of an active one.
  1. Active Stats (In-Person/Virtual) – attendance was 576 (1146 in 2022).
  2. Passive Stats (Self-Guided/Virtual) – Participation was 802 (135 in 2022).
  3. Total Participation – 1378 in 2023, compared to 1281 in 2022 (7.6% increase)
- b. Centennial Celebration 2024 – The August 26th Bingo Night Fundraiser was discussed. Amy asked the trustees to each volunteer if possible.
- c. Building Maintenance/Projects –
  - Roof – Amy discussed the roofing timeline with the board. This should begin during September.
  - Vestibule – This will be completed by Public Works by the end of November.
  - Shed – Amy is looking into other options to get the shed steps built. She will update the board in August.
  - Exterior – Amy discussed the masonry cleaning and the paint. Both will be voted on later in the meeting.
- d. Strategic Planning Schedule – The Updated Timeline was presented to the Board,
  - Community Survey ran from June 26<sup>th</sup>-July 24<sup>th</sup>. There were 85 responses.
  - Staff Kick Off Session – held on June 30<sup>th</sup> 1-hr meeting 5pm
  - Board Kick Off Session – due to scheduling conflicts, this was changed to a board survey. Amy asked that any trustee who had not yet completed it, do so as soon as possible.
  - Focus Groups – Focus Groups were held in-person on August 3<sup>rd</sup>.
  - Learning Report – September
  - Staff/Board Retreats –These will be held on September 14<sup>th</sup>. The library will be closed. Staff Retreat will run from 9am until noon. The Trustee Retreat will be held from 5-8pm.
- e. Annual Reports
  - City Council – Amy will be presenting her Annual to City Council on September 19th. She encouraged the trustees to attend the City Council meeting to show their support.
  - Summer Reading 2023 – Amy presented the 2023 Summer Reading Statistics to the board. Juvenile registration was up 2.8% from 2022. Teen registration was down 8.3%. Adult registration was down 19.5%. Amy noted that most local libraries have also reported lower statistics this year.
  - Levy Letter – Amy presented the Board with a draft of this year's levy letter. It will be voted on in September.
- f. Library Personnel
  - Meetings – 10 meetings and conducted 19 interviews in July.
  - Training -
    1. The library is still working on completed 2023 Sexual harassment Training. Amy will send the board a link when the state training becomes available.
    2. Staff Development Day will be moved from August to September 14<sup>th</sup>. This will allow it to be held the same day as the Strategic Planning Retreats.
    3. PUG Day will be held on Friday, September 29<sup>th</sup> 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 have been filled.

**10. Friends of the Library/Royal Neighbors:** The Friends and Royal Neighbors met on July 11<sup>th</sup> and August 9<sup>th</sup>. They discussed membership, their annual review, Birdies for Charity, and the Centennial Celebration. The sponsored 9 library programming requests for a total of \$1366.50.

11. **Trustee Continuing Education:** Tabled until next month.

**12. Unfinished Business for Discussion and Possible Action:**

- a. **Discuss Bloodborne Pathogen Policy:** The Bloodborne Pathogen 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. Amanda Watson and Alex Turkmani are both required to complete this. Amanda completed her training on August 8<sup>th</sup>. Alex has not yet completed his training.
- c. **Discuss Exterior Masonry Repair:** A motion was made to approve the quote from Bi-State for masonry repair for up to \$7,300.00.

**Motion: Ivy Pittman-Outen Second: Beth Tepen**

Meaghan opened the floor up to discussion.

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

Bruce Boyd – Yes  
Gloria Douglas – ABSENT  
Ivy Pittman-Outen – Yes  
Bev Reese - ABSENT  
Beth Tepen – Yes

Alex Turkmani – Yes  
Amanda VanOpdorp – ABSENT  
Amanda Watson - Yes  
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 Bi-State quote for \$7,300.00 was approved.**

- d. **Discuss Exterior Stucco Painting:** A motion was made to approve the quote from Woodward Painting for stucco painting for up to \$2,700.00.  
**Motion: Alex Turkmani Second: Bruce Boyd**

Meaghan opened the floor up to discussion.

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

Bruce Boyd – Yes  
Gloria Douglas – ABSENT  
Ivy Pittman-Outen – Yes  
Bev Reese - ABSENT  
Beth Tepen – Yes

Alex Turkmani – Yes  
Amanda VanOpdorp – ABSENT  
Amanda Watson - Yes  
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 Woodward Painting quote for \$2,700.00 was approved.**

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

- a. **Serving the Public 4.0 (Chapters 9: Reference and Reader’s Advisory Services):** Chapter 9 covers reference and reader’s advisory services. The library meets all standards and complies with all items on both checklists.
- b. **Trustee Facts File (Chapter 14: Trustee Continuing Education):** Chapter 14 different forms of trustee continuing education. These include: the trustee facts file, seminars, webinars, visiting other libraries, ALA/ILA memberships, conferences, and workshops.

**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 10)
  - Per Capita 2024 Requirements
  - Trustee Facts File (Appendices)
  - 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? (Alex Turkmani)
  - Review Closed Session Minutes
  - Centennial Update
  - Trunk or Treat
  - Levy Letter – Approve
  - 2024 School Supplies Drive
  - Sexual Harassment Training
  - Decennial Efficiency Meeting - Discussion

Items to be discussed at future meetings

- Facility Systems list (with maintenance operations)
- Building Maintenance/Repair Checklist
- Capital Asset Plan
  - City Council Presentation (Year in Review)

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

Respectfully Submitted, Alex Turkmani