



Silvis Public Library Board of Trustees

Regular Board Meeting
Monday, January 8th, 2024, 6:00 pm
806 1st Avenue, Silvis, IL 61282

1. Call to Order: Meaghan Terry called the meeting to order at 6:00pm.

2. Roll Call:

In-Person Attendance:

Trustees: Bruce Boyd, Gloria Douglas, Bev Reese, Beth Tepen, Alex Turkmani, Amanda Watson, Meaghan Terry

Staff: Amy Fry

Absent: Ivy Pittman-Outen, Amanda VanOpdorp

3. Public Comment: NONE

4. Vote to Establish Consent Agenda:

Meaghan Terry asked Alex Turkmani to read the Consent Agenda dated Monday, January 8th, 2024. Alex Turkmani read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, January 8th, 2024.

Motion: Bruce Boyd Second: Bev Reese

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

Bruce Boyd – Yes

Gloria Douglas – Yes

Ivy Pittman-Outen – ABSENT

Bev Reese - Yes

Beth Tepen – Yes

Alex Turkmani – Yes

Amanda VanOpdorp – ABSENT

Amanda Watson - Yes

Meaghan Terry – Yes

There were 7 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the Consent Agenda dated January 8th, 2024, 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: Beth Tepen

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

Bruce Boyd – Yes

Gloria Douglas – Yes

Ivy Pittman-Outen – ABSENT

Bev Reese - Yes

Beth Tepen – Yes

Alex Turkmani – Yes

Amanda VanOpdorp – ABSENT

Amanda Watson - Yes

Meaghan Terry – Yes

There were 7 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the Consent Agenda dated January 8th, 2024, was approved.

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

7. Director's Monthly Report:

a. Annual Reports

i. Per Capita 2023 Status – The Per Capita Grant is due January 30th, 2024. Amy will have this completed prior to the deadline.

ii. ILLINET – The Interlibrary Loan report is due March 31st.

iii. Library Certification – Certification is open from January 2nd – March 31st.

b. December 2023 Statistics –

- i. December 2023 Registration Statistics –
 1. New Patrons were down 10.5% from December 2022 (19/17).
 2. Renewals were down -28.6% (21/15).
- ii. December 2023 Circulation Statistics –
 1. Physical materials – checkouts increased 14.1% from December 2022 (1518 to 1732).
 2. E-material – checkouts were up 29.3% from December 2022 (457 to 591).
- iii. December 2023 Programming Statistics –
 1. Active Stats (In-Person/Virtual) – Attendance was up 87.7% from December 2022 (293 to 550).
 2. Passive Stats (Self-Guided/Virtual) – Participation was down 6.1% from December 2022 (115 to 108).

c. Building Maintenance/Projects –

- i. Roof – This roof has been completed.
- ii. Shed Ramp – The shed steps have been purchased. Alex will install.
- iii. Strategic Planning – Amy met with the Strategic Planner for an implementation meeting. The goal of the meeting was to talk about the implementation process, which is typically 3 different pieces: Activities, evaluation, and reporting. Amy, Rachel, and Shaniece will work together to craft the evaluation and reporting forms. Once complete, Amy will present them to the board.
- iv. Silvis History Book – Minda will have the book completed by the end of February. At that time, a professional editor will be hired to proofread, and copy edit. Minda is exploring publishing options. Amy will update the board again next month.
- v. Website - Amy's goal is to pass this to Shaniece by the end of January 2024. She will be working with the designer to complete the project.
- vi. Green Space – Amy will be looking into this soon. She will update the board as it progresses.

d. Programming

- i. Winter Reading Program – WRP runs from January 1st – February 29th. The WRP Kickoff was January 6th from 9am-5pm. 113 participated in the in the Donuts/Hot Cocoa event, 24 participated in the adult craft, and 24 came to the QC Ballet Nutcracker Storytime.
- ii. Treat Yourself Fair – This Centennial event will be held at George O. Barr school on January 27th. Over 30 vendors have registered.
- iii. Active Living Senior Fair: This Centennial event will be held at New Perspective Senior Living on February 8th. Vendor and speaker registration is full.

e. Library Personnel -

- Meetings – The staff attended 7 meetings.
- Training – All staff completed ERead Illinois/Boundless Staff Training that was created by the Communications Manager.
- Danny's last day as Custodian is on the 12th. We are still looking for a new custodian.

8. Friends of the Library/Royal Neighbors: The Friends and Royal Neighbors did not meet in December. Their next meeting is January 9th at 2pm.
9. Trustee Continuing Education: This month's report was postponed due to Amanda VanOpdorp's absence. She will present in February.

10. Unfinished Business for Discussion and Possible Action:

- a. Discuss 2024 Salary Matrix – Amy presented the draft FY24-25 Salary Matrix. It will be voted on at the February meeting.
- b. APPROVE – 2024-2029 Strategic Plan - A motion was made to approve the 2024-2029 Strategic Plan as presented.
Motion: Bev Reese Second: Bruce Boyd

After the motion was moved and seconded, Meaghan opened the floor up to discussion.

There wasn't any discussion.

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

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

Alex Turkmani – Yes
Amanda VanOpdorp – ABSENT
Amanda Watson - Yes
Meaghan Terry – Yes

There were 7 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the 2024-2029 Strategic Plan was approved.

- c. Discuss January 8th Budget Committee Meeting – The Budget Committee members met on January 11th. Budget line items were discussed for each library account and compared to last year's budget.

- d. APPROVED – Budget Meeting Minutes - A motion was made to approve the December 11, 2023, Budget Meeting Minutes.

Motion: Bruce Boyd Second: Amanda Watson

After the motion was moved and seconded, 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 – Yes
Ivy Pittman-Outen – ABSENT
Bev Reese - Yes
Beth Tepen – Yes

Alex Turkmani – Yes
Amanda VanOpdorp – ABSENT
Amanda Watson - Yes
Meaghan Terry – Yes

There were 7 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the December 11, 2023, Budget Meeting Minutes were approved.

- e. APPROVED – FY24-25 Budget – A motion was made to approve the FY24-25 Library Budget as presented.

Motion: Bev Reese Second: Gloria Douglas

After the motion was moved and seconded, Meaghan opened the floor up to discussion.

There wasn't any discussion.

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

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

Alex Turkmani – Yes
Amanda VanOpdorp – ABSENT
Amanda Watson - Yes
Meaghan Terry – Yes

There were 7 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the FY24-25 Library Budget was approved.

11. New Business for Discussion and Possible Action:

- a. Serving the Public 4.0 (Appendices) – The appendices contain a variety of documents such as a list of topics for new trustee orientation, records retention guidance, recommended staffing levels, a glossary, and more. As librarians and library boards must be familiar with Illinois statutes, the appendix provides a quick reference. New appendices in Serving Our Public 4.0 include a collection management worksheet, a set of facility management checklists, and guidance for new facility planning. The recommended service level tables retain the minimum, growing, established, and advanced levels to allow library boards to self-select the appropriate goals for their library. Minimum is the foundation level where all Illinois public libraries begin, but should not remain.

- b. Trustee Facts File (Chapter 4: Legal Responsibilities and Liability) – The library board, along with the Director, discussed Chapter 4, Legal Responsibilities and Liability. This chapter focuses on the board’s basic legal obligations and ways to minimize risks of liability.

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 1)
 - Per Capita 2023 Update
 - Per Capita 2024 Requirements
 - Trustee Facts File (Chapter 5)
 - Policy Review
 - Job Description
 - Building Maintenance/Projects
 - Discuss Exterior repairs
 - Discuss strategic planning
 - Update on Website
 - Centennial Committee Update
 - BINGO Report
- Rev Vs Exp
 - Fundraising
 - History Book Update
 - Programming
 - 2024 School Supply Drive
 - Trustee Continuing Education (Amanda V)
 - Salary Matrix – APPROVE
 - RRLD Contract – APPROVE
 - ILLINET Survey & Library Certification

Items to be discussed at future meetings

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

14. Adjournment - The meeting adjourned at: 6:27 pm.

Respectfully Submitted, Alex Turkmani