



# Silvis Public Library Board of Trustees

Regular Board Meeting  
Monday, February 12<sup>th</sup>, 2024, 6:00 pm  
806 1<sup>st</sup> Avenue, Silvis, IL 61282

1. Call to Order: Meaghan Terry called the meeting to order at 6:03pm.

2. Roll Call:

In-Person Attendance: Bruce Boyd, Gloria Douglas, Ivy Pittman-Outen, Beth Tepen, Amanda VanOpdorp, Amanda Watson, Meaghan Terry  
Staff: Amy Fry  
Absent: Bev Reese, Alex Turkmani

3. Public Comment: NONE

4. Vote to Establish Consent Agenda:

Meaghan Terry asked Beth Tepen to read the Consent Agenda dated Monday, February 12<sup>th</sup>, 2024. Beth read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, February 12<sup>th</sup>, 2024.

**Motion: Ivy Pitman-Outen Second: Gloria Douglas**

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

Bruce Boyd – yes	Alex Turkmani – ABSENT
Gloria Douglas – yes	Amanda VanOpdorp – yes
Ivy Pittman-Outen – yes	Amanda Watson - yes
Bev Reese - ABSENT	Meaghan Terry – yes
Beth Tepen – 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 February 12th, 2024, was established.***

5. Vote to Approve Items on the Consent Agenda:

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

**Motion: Amanda VanOpdorp Second: Bruce Boyd**

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

Bruce Boyd – yes	Alex Turkmani – ABSENT
Gloria Douglas – yes	Amanda VanOpdorp – yes
Ivy Pittman-Outen – yes	Amanda Watson - yes
Bev Reese - ABSENT	Meaghan Terry – yes
Beth Tepen – 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 February 12th, 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: Amy completed the Per Capita Grant prior to the January 30<sup>th</sup>, 2024 deadline.
- ii. ILLINET: The Interlibrary Loan report is due March 31<sup>st</sup>.
- iii. Library Certification: Certification is open from January 2<sup>nd</sup> – March 31<sup>st</sup>.

b. January 2024 Statistics:

- i. January 2024 Registration Statistics
  1. New Patrons were down 3.3% from January 2023 (30/29).
  2. Renewals were down -23.8% (21/16).

- ii. January 2024 Circulation Statistics
  1. Physical materials – checkouts increased 4.6% from January 2023 (1696 to 1774).
  2. E-material – checkouts were up 45.7% from January 2023 (519 to 756).
- iii. January 2024 Programming Statistics
  1. Active Stats (In-Person/Virtual) – Attendance was up 177.4% from January 2023 (195 to 541).
  2. Passive Stats (Self-Guided/Virtual) – Participation was up 91.8% from January 2023 (61 to 117).
- c. Building Maintenance/Projects
  - i. Water Heater: The water heater was replaced by Petersen Plumbing on January 2<sup>nd</sup>.
  - ii. Shed
    1. Ramp: Alex will install in March.
    2. Damage: The Public Works Department damaged the front of the shed while doing snow removal. Joe Rockwell has said that PW will fix it in the spring. Amy reached out to the makers of the shed and found out the type of materials and paint that will need to be purchased.
  - iii. HVAC: Bornhoeft Heating & Air Conditioning put in the order for the HVAC to insure that it arrives by May for installation.
  - iv. Snow Removal: The City is working on a new plan for snow removal at city buildings.
  - v. LED Signs: The LED signs are being repaired.
  - vi. Website: This is on hold temporarily.
  - vii. Strategic Planning: Amy is working on the evaluation forms. She hopes to have them completed by April.
- d. Public Relations
  - i. OurQuadCities.Com article: Jonathan Turner interviewed Shaniece about our Centennial
  - ii. Libib with Kaelynn (Youtube): Kaelyn Hagens interviewed Rachel about the Winter Reading Program.
  - iii. QC Live Monthly television spot: Beginning in February, the library will have a monthly segment on QC Live about upcoming Centennial events. February 12<sup>th</sup>, March 1<sup>st</sup>, April 2<sup>nd</sup>, May 1<sup>st</sup>, June 4<sup>th</sup>, future dates TBD.
- e. Centennial Celebration
  - i. Fundraising
    1. Bingo Report: Amy presented the November Bingo Report. \$2848.10 was added to the Centennial Funds. In total, \$8,813.92 was raised from the three Bingo Fundraisers.
    2. Revenue vs Expense Report: Amy presented the Revenue & Expense Report. In total, \$29,717.86 has been raised. \$15,937.16 has been spent. This leaves \$13,780.70
    3. Back to School Supply Drive: A Wishlist has been created on Amazon. 6 cardboard donation boxes were purchased to collect in-person donations. These will be located at the library, city hall, police department, fire station, and local businesses. The drive will run from March 1st – July 31st.
  - ii. Events
    1. WRP: All-day event (Donuts & Hot Cocoa Bar, tote bag craft, and QC Ballet Nutcracker Storytime). In total, 113 attended.
    2. Treat Yourself Fair: Held at George O. Barr school, 33 vendors, 341 attended.
    3. Senior Fair: Held at New Perspective Senior Living Center, 20 vendors, 3 speakers, door prizes, food, shittle service, free chair massage, and live jazz band. 238 attended.
    4. Local History Series: Next event will be *Twisted Q.C. Good Bites & Goodbyes* [February 16th].
    5. Touch a Truck: The library is partnering with the City of Silvis for this event. They will provide the location (Downtown Fire Station) and ice cream for all guests.
    6. Hispanic Heritage Fest: Location is still being determined. Band has been booked. Ballet Folklorico has also been contacted. Vendors will be contacted this month.
    7. Winter Fest: The Carriage rides and the Snow Sisters have both been booked. Ice sculptors are being contacted currently.
    8. Bingo Night: Will be held at the McGeHee Center. Limited to the first 75 to arrive. This is not a fundraiser, so it is being done differently. Free admission includes 1 dauber, 3 pack of bingo cards, slice of pizza, 1 pop/water, 2 cookies, and 1 door prize entry ticket. Additional sheets of Bingo cards will be \$5 each. Pizza/pop/water will be \$1 each. Winners will get to choose from \$25 gift cards from local businesses. Volunteers are needed. Amy asked the trustees to volunteer. Volunteers include: Bruce, Gloria, Ivy, Beth, Amanda V. , Amanda W., Meaghan
    9. Nature Walk Ribbon Cutting [April 27th @ 1pm]: The signs have been designed and purchased. The posts have already arrived, and the images should arrive this week. Public Works has been given the instructions and will purchase the concrete to do the installation (the library will reimburse them). The library is advertising this on Facebook. Amy asked the trustees to promote this project to their friends and family. She also asked that all trustees attend the ribbon cutting event.
  - iii. Silvis Library Centennial Proclamation: Amy is going to ask the Mayor to proclaim June 24, 2024, the Silvis Public Library Centennial Day. This will coincide with the library's birthday celebration and the book launch.
  - iv. Illinois State Historical Society Centennial Award: Shaniece has filled out the application and will be submitting it soon. New honorees will be welcomed with a "guests only" luncheon, planned for Fall.

Photographs and press releases of all award winners will be sent to community and statewide media outlets. Recognition will also be found on the ISHS website.

- v. History Book: Amy and Amanda Watson discussed the progress of the history book revision. Amy will update the board at the next meeting. She hopes the draft will be done by the end of February, edited by the end of March, and published by May.
- f. Library Personnel
  - i. Quarterly Staff Development Day: The next development day will be held on March 6<sup>th</sup>. Staff will discuss the Winter Reading Program, eRead Illinois, Vega Discover, ExploreMoreIllinois, and Google Calendars. Staff will work on their own tasks for the remainder of the day.
  - ii. Staff Illness & Injury: Amy discussed staffing issues due to staff illness and injury.
  - iii. Custodian Position: An employee has been hired but does not have an official start date yet. Amy hopes it will be before March 1<sup>st</sup>. In the meantime, Amy is completing the custodian duties.
  - iv. Meetings: Library staff participated in 9 meetings throughout January 2024.
- 8. Friends of the Library/Royal Neighbors: The January meetings were canceled due to weather. They meet tomorrow at 2pm. They will be reviewing the quarterly Library requests for program funding and discussing their upcoming Good Friday Bake Sale at this meeting. Amy asked the trustees to consider donating baked goods or their time to this event. This is the only fundraiser the Friends do each year. The Friends donate several thousand dollars to library programming each year. Bake Sale items would need to be dropped off on Thursday, March 28<sup>th</sup>.
- 9. Trustee Continuing Education: Next month's report will be presented by Amanda VanOpdorp. April will be Meaghan Terry.

10. Unfinished Business for Discussion and Possible Action:

- a. APPROVE - 2024 Salary Matrix  
**Motion: Ivy Pitman Outen    Second: Amanda VanOpdorp**

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

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

Bruce Boyd – yes	Alex Turkmani – ABSENT
Gloria Douglas – yes	Amanda VanOpdorp – yes
Ivy Pittman-Outen – yes	Amanda Watson - yes
Bev Reese - ABSENT	Meaghan Terry – yes
Beth Tepen – 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 Salary Matrix was approved.**

- b. APPROVED – Budget Meeting Minutes - A motion was made to approve the January 8, 2024, Budget Meeting Minutes.  
**Motion: Bruce Boyd    Second: Beth Tepen**

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

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

Bruce Boyd – yes	Alex Turkmani – ABSENT
Gloria Douglas – yes	Amanda VanOpdorp – yes
Ivy Pittman-Outen – yes	Amanda Watson - yes
Bev Reese - ABSENT	Meaghan Terry – yes
Beth Tepen – 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 January 8, 2024, Budget Meeting Minutes were approved.**

11. New Business for Discussion and Possible Action:

- a. Serving the Public 4.0 (Chapter 1-3): Chapters 1-3 of Serving the Public 4.0 were discussed. These chapters cover: Core Standards, Governance and Administration, and Personnel. The library meets all standards.
- b. Trustee Facts File (Chapter 5: Policymaking): Chapter 5 discusses policymaking. It explained the difference between policies and procedures; discussed crafting and codifying policies; reviewing and updating policies; and provided a list of policy areas.

- c. Policy Review (Disaster Plan) – Amy presented the draft Disaster plan. It will be voted on next month.
- d. Policy Review (Discrimination) – Amy presented the draft Anti-Harassment Policy to the board. It will be voted on next month.
- e. Job Description Review (Library Director) – Amy presented the Library Director job description without any suggested changes. The board did not find any changes necessary either.
- f. Discuss 2024-25 Rock River Library District Contract – Amy presented the 2024-25 Rock River Library District Contract for review. It will be voted on next month.

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 4)
- Per Capita 2024 Requirements
- ILLINET
- Library Certification
- IPLAR
- Trustee Facts File (Chapter 6)
- Policy Review (Discrimination & Disaster Plan)
- Job Description (Assistant Director)
- Building Maintenance/Projects
  - Discuss Exterior repairs
  - Discuss strategic planning
- Update on Website
- History Book
- Trustee Continuing Education (Amanda V.)
- RRLD Contract – APPROVE
- Decennial Committee Update
- WRP Report
- Centennial Update
- Friends/RN Meeting Update
- Discuss Nomination of Officers
- Anything else?

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: 6:50pm.**

Respectfully Submitted, Beth Tepen

