



Silvis Public Library Board of Trustees

Regular Board Meeting
Monday, May 13th, 2024, 6:00 pm
806 1st Avenue, Silvis, IL 61282

1. **Call to Order:** Meaghan Terry called the meeting to order at 6:02pm.

2. **Roll Call:**

In-Person Attendance:

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

Staff: Amy Fry

Absent: Ivy Pittman-Outen

3. **Public Comment:** NONE

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

Meaghan Terry asked Alex Turkmani to read the Consent Agenda dated Monday, May 13th, 2024. Alex read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, May 13th, 2024.

Motion: Bev Reese Second: Bruce Boyd

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 – Yes
Amanda Watson - Yes
Meaghan Terry – Yes

There were 8 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the Consent Agenda dated May 13th, 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: Amanda VanOpdorp

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 – Yes
Amanda Watson - Yes
Meaghan Terry – Yes

There were 8 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the Consent Agenda dated May 13th, 2024, was approved.

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

7. **Trustee Resignation:** Alex Turkmani resigned from the library board. This will be his last meeting.

8. **Trustee Application:** Katy Hendersen recently applied for a position on the library board. Mayor Carter will offer her the newly vacated position.

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

a. **Annual Reports:**

- i. FY23-24 Revenue & Expenses Report: Final numbers were not available in time to prepare the report for the May meeting. The report will be presented at the June meeting.
 - ii. IPLAR: For municipal libraries, including the Silvis Public Library, the deadline to complete the Illinois Public Library Annual Report is 60 days after the expiration of the fiscal year (June 29th, 2024). Amy will complete the report prior to the June board meeting.
 - iii. 2025 Per Capita Grant Requirements: Requirements remain the same this year.
- b. **FOIA and OMA Training:** The Library Director is required to complete both trainings annually. Amy will complete both prior to the June meeting. New board members, or those renewing their terms, are required to complete the OMA training. This is done at the beginning of each new term for trustees. Bruce Boyd, Ivy Pittman-Outen, Bev Reese, and Katy Hendersen will complete this training prior to the July meeting.
- c. **Building Maintenance/Projects**
- i. Shed: In May, the ramp was installed, and the damage was repaired.
 - ii. HVAC Unit: The HVAC unit over the Children’s section of the library will be replaced this month.
- d. **Strategic Planning (Evaluation and Activity Plans):** Amy hopes to present these at the July meeting.
- e. **Website Update:** This is on hold temporarily.
- f. **April 2024 Statistics:**
- i. April 2024 Registration Statistics
 - 1. New Patrons increased by 20% from April 2023 (20/24).
 - 2. Renewals decreased 50% (30/15).
 - ii. April 2024 Circulation Statistics
 - 1. Physical materials – checkouts increased 4.7% from April 2023 (1904 to 1993).
 - 2. E-material – checkouts were up 43.7% from April 2023 (396 to 569).
 - iii. April 2024 Programming Statistics
 - 1. Active Stats (In-Person/Virtual) – Attendance was up 23.8% from April 2023 (273 to 338).
 - 2. Passive Stats (Self-Guided/Virtual) – Participation increased 447% from April 2023 (134 to 733).
- g. **Centennial Celebration**
- i. Fundraising
 - 1. Organization Sponsorships – Kunes (\$400) and the Women’s Club of Hampton (\$300) donated to the School Supply Drive at Summer Fest. Woodman of America donated \$500 for the Hispanic Heritage Festival.
 - 2. Back to School Supply Drive: A Wishlist has been created on Amazon. So far, residents have donated \$400 in monetary donations. The drive will run from March 1st – July 31st. Please spread the word if you can.
 - ii. History Book: Amy discussed the History Book progress. She hopes the final draft will be ready for publishing by the middle of May.
 - iii. Public Relations
 - 1. Silvis Water Bill: The Silvis April Water bill was dedicated to April-June Centennial events. This went out to over 3000 residents.
 - 2. QC Live Monthly television spot: The library appears on a monthly segment of QC Live to discuss upcoming Centennial events. The next segment will air live on June 4th.

3. Yard Signs: Yard signs are being created and placed around Silvis for the citywide events that are held off-site.
 4. Boosted Social Media Posts: Centennial events are being promoted through boosted posts, leading to increased attendance.
- iv. Events
1. April Events:
 - a. Adult DIY Craft Day was held on April 20th at the library. 79 patrons participated in the all-day event.
 - b. The Nature Walk Ribbon Cutting was held on April 27th at Phipps Prairie Park. Over 100 residents attended.
 2. May Events:
 - a. Rock in The Park was held on May 3rd at Railway Park. 57 residents attended the event. American Sign Language interpreters were provided.
 - b. Shred Day was held on May 11th in the library parking lot. 227 people participated in the event.
 - c. Emoji Family Bingo will be held on May 18th at the library. 60 children/teens can play. All children will receive a prize and refreshments. Sponsored by Family Credit Union.
 - d. Touch a Truck will be held on May 25th from 11am-3pm, behind Frank's Pizzeria. The first hour will be sensory-friendly. The City of Silvis and Silvis Main Street will provide ice cream for the event.
 3. June Events:
 - a. Summer Reading Kickoff will be held on June 1st at the library. A magician, face painter, and ballon twister will perform. Button making and refreshments will be available throughout the day. All-ages are eligible for the reading program.
 - b. Hot Dog Night at Friendship Park will be held on June 12th and is sponsored by Blackhawk Bank & Trust. This event will be held during Silvis Little League games. All guests will be given a ticket for a hot dog and a drink. The first 200 kids will be given glider crafts. Summer Reading goody bags will be given out to those who register.
 - c. Silvis Centennial Birthday Celebration & Book Launch will be held on June 24th at the library. Vintage items from the library's history will be on display and a PowerPoint presentation will be presented. Cake and punch will be provided. The history book will be unveiled and available for sale to the public. Anyone who attends will be entered into a door prize raffle for a copy of the book. Amy has asked all trustees to attend. Invitations will be going on soon.
 4. Volunteer Opportunities: Amy asked the trustees to volunteer/attend any the following Centennial events, if possible: Touch a Truck, Hot Dog Night, Silvis Library Birthday Party & Book Launch, Stargazing & Stories, Silvis Summer Fest, Hispanic Heritage Festival, Trunk or Treat, Local Author Fest, Plantapalooza, Silvis Winter Fest, and the Hero Street Documentaries Screening.

h. Summer Reading 2024:

- i. Fundraising/donations: 27 organizations/business donated to this year's SRP. \$3,400 in monetary donations were raised.
- ii. Keepin' It 100! Theme: This year's emoji theme, Keepin' it 100!, was created with the 100-year anniversary in mind.
 1. Custom Graphics: Graphics were designed by Three Dragons Designs.
 2. Window Art/Scavenger Hunt: ATLD Murals painted the library windows with the SRP theme. Scavenger hunts from June and July were built into the design.

- iii. School Visits: Library staff have been visiting all Silvis and Rock River schools to promote SRP registration.
- iv. Off-Site Registration: To increase sign-up, the library staff will be taking sign-up to the Touch a Truck and Hot Dog Night events.
- v. Updated Reading Goals: The Adult reading goal was increased to 2000 pages (from 1500) and the Birth - PreK goal was increased to 75 books (from 50).

i. Library Personnel:

- i. Quarterly Staff Development Day: Staff Development Day was held on May 1st. Summer Reading 2024 was discussed, and registration bags were prepared.
- ii. Staff Illness & Injury: Amy discussed staffing issues due to staff illness and injury.
- iii. Custodian Position: The search for a custodian will begin again this month. Amy is completing the custodian tasks until they are hired.
- iv. Meetings: Library staff participated in 20 meetings throughout April 2024.
- v. Training: The staff completed 4 training sessions throughout the month of April.

10. Trustee Continuing Education (Gloria Douglas): Gloria informed the board about library trends as we move into the digital age. She reported that the Millennial generation has used the library more than any previous generation. She also discussed the trend that the library is not just for books but for many other resources. She also discussed interesting library architecture.

11. Friends of the Library/Royal Neighbors: The Friends did not meet in April. They will meet again tomorrow, May 14th at 2pm.

12. Unfinished Business for Discussion and Possible Action:

- a. **Election of Officers:** A motion was made to elect Meaghan Terry as President, Amanda VanOpdorp as Vice President, and Amanda Watson as Secretary.

Motion: Bev Reese Second: Beth Tepen

Meaghan Terry opened the floor up to discussion.

Unanimously Approved.

- b. **Discuss Decennial Committee:** Amy has reached out to the Township officials of Illinois for additional support. This will be discussed in more detail next month.

13. New Business for Discussion and Possible Action:

- a. **Serving the Public 4.0 (Chapter 6 - Safety):** Chapters 6 of Serving the Public 4.0 was discussed. The library meets all standards.

- b. **Trustee Facts File (Chapter 8 – Human Resources):** Chapter 8 was discussed. It covers Human Resources.

- c. **General Policy Review:** The proposed amended General Policy was presented. A motion was made to approve the amended General Policy as presented.

Motion: Amanda VanOpdorp Second: Bruce Boyd

Meaghan Terry opened the floor up to discussion.

Unanimously Approved.

- d. Job Description Review (Circulation Clerk):** Amy presented the Circulation Clerk job description without any suggested changes. The board did not find any changes necessary.

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

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

- Serving Our Public 4.0 (Chapter 7)
 - IPLAR
 - Trustee Facts File (Chapter 9)
 - Policy Review (Investment Policy)
 - Job Description (Adult Programmer)
 - Building Maintenance/Projects
 - Discuss Exterior repairs
 - Discuss strategic planning
 - Update on Website
 - History Book
- Trustee Continuing Education (Ivy)
 - Decennial Committee Meeting UPDATE
 - Centennial Update
 - Review Closed Session Minutes (Bi-Annually)
 - Non-Resident Card Program
 - New FLSA Salary Threshold (Effective July 1st)
 - Trustee Introduction (Katy Hendersen)
 - Friends/RN Meeting Update
 - OMA/FOIA certification

Items to be discussed at future meetings

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

16. Adjournment - The meeting adjourned at: 6:30 pm.

Respectfully Submitted, Alex Turkmani

