



Silvis Public Library Board of Trustees

Regular Board Meeting

Tuesday, July 30th, 2024, 6:00 pm

806 1st Avenue, Silvis, IL 61282

1. Call to Order: Amanda V. called the meeting to order at 6:00 pm.

2. Roll Call:

In-Person Attendance:

Trustees: Bruce Boyd, Gloria Douglas, Katy Henderson, Ivy Pittman-Outen, Bev Reese, Beth Tepen, Amanda VanOpdorp, Amanda Watson

Staff: Amy Fry

Absent: Meaghan Terry

3. Public Comment: NONE

4. Vote to Establish Consent Agenda:

Amanda VanOpdorp asked Amanda Watson to read the Consent Agenda dated Tuesday, July 30th, 2024. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Tuesday, July 30th, 2024.

Motion: Ivy Pittman-Outen Second: Bev Reese

Trustee Amanda Watson, requested a Roll Call Vote, ending with the Board President.

Bruce Boyd –yes

Gloria Douglas –yes

Katy Henderson - yes

Ivy Pittman-Outen – yes

Bev Reese - yes

Beth Tepen – yes

Amanda VanOpdorp – yes

Amanda Watson - yes

Meaghan Terry – Absent

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 July 30th, 2024, was established.*

5. Vote to Approve Items on the Consent Agenda:

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

Motion: Bev Reese Second: Bruce Boyd

Trustee Amanda Watson, requested a Roll Call Vote, ending with the Board President.

Bruce Boyd – yes

Gloria Douglas – yes

Katy Henderson - yes

Ivy Pittman-Outen – yes

Bev Reese - yes

Beth Tepen – yes

Amanda VanOpdorp –yes

Amanda Watson - yes

Meaghan Terry – Absent

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 July 30th, 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. June 2024 Statistics:

i. June 2024 Registration Statistics

1. New Patrons increased 26.4% June 2023 (53/67).

2. Renewals increased 67.5% from June 2023 (13/40).

3. Total Active cards increased 8.4% from June 2024 (2489/2697).

- ii. June 2024 Circulation Statistics
 - 1. Physical materials – checkouts decreased 8% from June 2023 (2497/2298).
 - 2. E-material – checkouts were up 27.4% from June 2023 (573/730).
- iii. June 2024 Programming Statistics
 - 1. Active Stats (In-Person/Virtual) – Attendance was up 23.3% from June 2023 (909/1121).
 - 2. Passive Stats (Self-Guided/Virtual) – Participation decreased 12.9% from June 2023 (132/115). This decrease is due to the increase in in-person attendance. Higher attendance means fewer takeaway kits.

b. Building Maintenance/Projects

- i. HVAC Unit: The HVAC unit over the Children’s section of the library is being replaced. A part had to be fabricated, which has delayed the installation. It should be completed by the end of July.

c. Library Personnel:

- i. Quarterly Staff Development Day: The next Staff Development Day will be held on August 7th. Summer Reading 2024, Hispanic Heritage Fest, and Trunk or Treat will be discussed.
- ii. PUG Day - PrairieCat Users Group Day (PUG Day) is an annual event dedicated to professional development, networking, and continuing education for member library staff. PUG Day 2024 is virtual this year. Virtual Session Details and registration are open. Staff have been asked to sign up for training that is relevant to them.
- iii. Custodian Position: Timothy VanOpdorp has been hired.
- iv. Meetings: Library staff participated in 7 meetings throughout June 2024.
- v. Training: The staff completed 2 training sessions in the month of June.

d. Annual Reports:

- i. FY23-24 Revenue & Expenses Report - Final numbers were not available in time to finalize the report for the June meeting. Amy presented the draft report. She hopes to have the final report by the July 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 completed the report prior to the deadline.
- iii. Annual City Council Meeting – Amy has begun to prepare for her FY23-24 City Council Report. She hopes to present it in October.
- iv. 2025 Per Capita Requirements – Requirements will remain the same as 2024.

e. Centennial Celebration

- i. Fundraising (Back to School Supply Drive) - The drive was a success. 230 backpacks were filled.
- ii. History Book: The “Silvis, City of Progress: 1906-2024” book is available for purchase at the library. \$25 each. Cash or check only.
- iii. Public Relations

1. 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 August 14th and focus on Celebrating History Roots of Rural Music with Chris Vallillo, PreK Day, and Teen fest.”
2. Yard Signs: Yard signs are being created and placed around Silvis for the citywide events that are held off-site. Currently, *Silvis Summer Fest* and *Hispanic Heritage Month* are being advertised.
3. Boosted Social Media Posts: Centennial events are being promoted through boosted posts, leading to increased attendance. Currently, *Silvis Summer Fest*, *Hispanic Heritage Month*, and the Local History Series are being advertised.

iv. Events

1. June Events:

- a. Summer Reading Kickoff was held on June 1st at the library. A magician, face painter, and ballon twister performed. Button making and refreshments were available throughout the day. 252 residents participated.
- b. Hot Dog Night at Friendship Park was held on June 12th and was sponsored by Blackhawk Bank & Trust. This event was held during Silvis Little League games. All guests were given a ticket for a hot dog and a drink. The first 200 kids were given a drawstring bag, glider craft, and bubble wand. Summer Reading goody bags will be given out to those who register. 260 residents participated.
- c. Silvis Centennial Day Proclamation was done during the City Council meeting on June 18th (6:30pm) at City Hall. The Mayor proclaimed June 24th Silvis Public Library Centennial Day.
- d. Silvis Centennial Birthday Celebration & Book Launch was held on June 24th at the library. Vintage items from the library’s history were on display and a PowerPoint presentation was presented. Cake and punch were be provided. The history book was unveiled and available for sale to the public. Anyone who attended was entered into a door prize raffle for a copy of the book. Illinois State Senator Mike Halpin and Illinois State Representative Gregg Johnson both attended.

2. July Events:

- a. The History of Theatre in the Quad Cities was be held on July 1st (6-7p) at the library. Local actor Topher Elliott spoke about the history of theatre in our area and the important role it’s played in our community. 6 patrons attended the presentation.
- b. Stargazing & Stories/Popular Astronomy was held on July 11th at Gauley Field. A space-themed storytime, with temporary storywalk signs, was installed. 50 copies of the book, *Pete the Cat: Out of This World!*, were given out (1 per family). Galaxy goody bags and snacks were given to the first 200 children. Giant yard games were available to play. The Popular Astronomy Club brought their astronomy van for night sky observation. 150 residents attended.
- c. The History of Picture Postcards was held on July 12th (3-4pm) at the library. Katherine Hamilton-Smith presented a history of the postcard, including vintage

local picture postcards. Sponsored by a *Road Scholars Grant* from *Illinois Humanities*. 7 attended.

- d. Summer Reading Sendoff was held on July 27th (9a-5pm) at the library. Refreshments and button were offered all day; Bubble Show at noon, face painting and balloon-twisting at 1pm. 101 attended.

3. August Events:

- a. Silvis Summer Fest will be held on August 3rd at McClintock Trucking. The event will include: a pancake fundraiser, food/craft vendor show, kids zone, bounce boulevard, live music, car show, and school supply give away. Amy asked each trustee if they would volunteer for a 2-4 hour block (from 9am-5pm).
- b. Celebrating History Roots of Rural Music with Chris Vallilo will be held on August 19th at the library. Chris Vallillo is a singer-songwriter, roots musician, and historian. He has spent several years collecting and documenting the music of rural Illinois.
- c. PreK Day will held on August 24th at the library. Storytime and free books at 10am, Sensory Stations at 12pm, and Take-home craft at 1pm.

- 4. Volunteer Opportunities: Amy asked the trustees to volunteer/attend any the following Centennial events, if possible: Silvis Summer Fest, Hispanic Heritage Festival, Trunk or Treat, Local Author Fest, Plantapalooza, Silvis Winter Fest, and the Hero Street Documentaries Screening.

- f. **Summer Reading 2024:** Currently, 467 patrons have signed up on the ReaderZone App. Last year, only 288 registered on ReaderZone. This is an increase of 62.2%.

- 8. **Trustee Continuing Education (Amy Fry):** Amy presented an article from the Illinois Reporter magazine on trauma-informed approaches in libraries.
- 9. **Friends of the Library/Royal Neighbors:** The Friends and Royal Neighbors met on July 9th. Royal Neighbors sponsored three upcoming library programs.

10. Unfinished Business for Discussion and Possible Action:

- a. **Discuss FOIA/OMA Training:** The Library Director is required to complete both trainings annually. Amy completed both 2024 certifications. 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, Bev Reese, Ivy Pittman-Outen, and Katy Hendersen have completed their training. All other trustees were not required to do so this year.

11. New Business for Discussion and Possible Action:

- a. **Serving the Public 4.0 (Chapter 8 – System Member Responsibilities and Resource Sharing):** Chapter 8 of Serving the Public 4.0 was discussed. The history of Illinois library systems and resource sharing. The library meets all standards on the System Member Responsibilities and Resource Sharing standards and checklist.
- b. **Trustee Facts File (Chapter 10 – Budgeting and Financial Management)** - Chapter 10 discusses the types of revenue that public libraries receive, possible library expenditures, and budgeting guidelines.
- c. **Discuss Revised Reference and Reader’s Advisory Policy** - A motion was made to approve the revised Reference and Reader’s Advisory Policy as presented.
Motion: Amanda VanOpdorp Second: Gloria Douglas

Amanda VanOpdorp opened the floor up for discussion. Amy discussed the proposed changes with the trustees.

Unanimously Approved. *The Revised Reference and Reader's Advisory Policy was approved.*

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

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)
- Trustee Facts File (Chapter 11)
- Policy Review
- Job Description
- Building Maintenance/Projects
 - Discuss Exterior repairs
 - Discuss strategic planning
 - Update on Website
- Trustee Continuing Education (Amanda W)
- Centennial Update

• Review Closed Session Minutes (Bi-Annually)

- Illinois State Historical Society's Centennial Award (Sept 21st, Springfield)
- Summer Reading
- Trunk or Treat
- Levy Letter – Draft
- City Council Presentation (Year in Review)
- Friends/RN Update
- 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: 6:26 pm.

Respectfully Submitted, Amanda Watson

