



Silvis Public Library Board of Trustees

Regular Board Meeting
Monday, August 12th, 2024, 6:00 pm
806 1st Avenue, Silvis, IL 61282

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

2. **Roll Call:**

In-Person Attendance:

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

Staff: Amy Fry

Absent: Gloria Douglas

3. **Public Comment:** NONE

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

Meaghan Terry asked Amanda Watson to read the Consent Agenda dated Monday, August 12th, 2024. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, August 12th, 2024.

Motion: Ivy Pittman-Outen Second: Bruce Boyd

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

Bruce Boyd – yes

Gloria Douglas - Absent

Katy Henderson - yes

Ivy Pittman-Outen - yes

Bev Reese - yes

Beth Tepen – tardy, missed vote

Amanda VanOpdorp - yes

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 August 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: Bev Reese Second: Amanda VanOpdorp

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

Bruce Boyd - yes

Gloria Douglas - absent

Katy Henderson - yes

Ivy Pittman-Outen - yes

Bev Reese - yes

Beth Tepen - tardy, missed vote

Amanda VanOpdorp - yes

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 August 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. **July 2024 Statistics:**

i. July 2024 Registration Statistics

1. New Patrons stayed roughly the same as July 2023 (43/42).

2. Renewals decreased 27.6% from July 2023 (29/21).

3. Total Active cards increased 7.7% from July 2024 (2543/2739).

- ii. July 2024 Circulation Statistics
 - 1. Physical materials – checkouts increased 20.5% from July 2023 (2048/2468).
 - 2. E-material – checkouts were up 21.6% from July 2023 (616/749).
- iii. July 2024 Programming Statistics
 - 1. Active Stats (In-Person/Virtual) – Attendance was down 23.3% from July 2023 (576/496).
 - a. The Youth Services Coordinator did not do any school registration nights in 2024, leading to a decrease in active stats from 2023.
 - 2. Passive Stats (Self-Guided/Virtual) – Participation increased 76.9% from July 2023 (802/1,419). This is due to the 105.8% increase in Summer Reading Registration from July 2024 (686/1315).

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. Amy will update the board next month.

c. Library Personnel:

- i. Quarterly Staff Development Day: The next Staff Development Day will be held on November 6th. Winter Reading 2025, Plantapalooza, and the Local Author Fair will be discussed.
- ii. PUG Conference - PrairieCat Users Group Day (PUG Day) is an annual event dedicated to professional development, networking, and continuing education for member library staff. The PUG Conference 2024 will be held virtually on September 26th and 27th. Virtual Session Details and registration are open. Staff have been asked to sign up for training that is relevant to them.
- iii. Staff Injuries/Illness: An employee was taken to the hospital after a fall at Summer Fest. The employee was evaluated, and no significant injury was found. A staff member currently has COVID. They should be returning soon.
- iv. Meetings: Library staff participated in 10 meetings throughout July 2024.
- v. Training: The staff completed 0 training sessions in the month of July 2024.

d. Annual Reports:

- i. FY23-24 Revenue & Expenses Report - Final numbers were not available in time to finalize the report for the July meeting. Amy presented the draft report. She hopes to have the final report by the August meeting.
- ii. Annual City Council Meeting – Amy will be presenting in January, so she can have all Centennial statistics included. She will update the board closer to the date.

e. Centennial Celebration

- i. 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 20th 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, *Hispanic Heritage Month* is being advertised.
3. Boosted Social Media Posts: Centennial events are being promoted through boosted posts, leading to increased attendance. Currently, *Hispanic Heritage Month*, *Trunk or Treat*, and the *Local History Series* are being advertised.

ii. Events

1. July Events:

- a. The History of Theatre in the Quad Cities was 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 buttons were offered all day; Bubble Show at noon, face painting and balloon-twisting at 1pm. 101 attended.

2. August Events:

- a. Silvis Summer Fest was held on August 3rd at McClintock Trucking. The event included: a pancake fundraiser, food/craft vendor show, kids zone, bounce boulevard, live music, car show, and school supply give away. 700 residents attended. The library gave out 200 of the 230 bookbags. The remaining bags were given out the next week. Leftover school supplies are being divided up between Silvis and Rock River schools.
- 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 be held on August 24th at the library. Storytime and free books at 10am, Sensory Stations at 12pm, and Take-home craft at 1pm.

3. September Events:

- a. Teen Fest will be held on September 7th at the library. Free Donuts & Books at 9am, Tie-Dye Your Own Tote Bag at 12pm, and Take-Away Craft Kits at 2pm.
- b. Hispanic Heritage Festival will be held on September 14th on Hero Street, USA. Vendor Show & Food Trucks from 12-8pm; Kids Zone from 12-7pm; Hispanic Speakers Series at 2pm; Quad Cities Ballet Folklorico at 3pm; and the Dietz Soliz Band from 4-8pm. Amy asked every trustee volunteer for this event. She also encouraged them to ask friends/family to volunteer their time.

c. The Art of the Apron with Tami Finley will be held at 6pm, on September 16th, at the library. This popular program takes a nostalgic look at the fashion and function of aprons over the years. Includes a fashionable display of different styles, fabrics, and designs, and sharing of apron stories and memories.

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

f. Summer Reading 2024:

- i. A total of 1,315 participants registered (105.8% increase from 2023 - 639).
- ii. 532 signed up on Reader Zone (84.7% increase 2023 - 288).
- iii. 272 made it to the HALFWAY point (32% increase from 2023 - 206).
- iv. 227 completed the challenge (32.8% increase from 2023 -171).
- v. 69 completed the BONUS CHALLENGE (1.5% increase 2023 - 68)

8. **Trustee Continuing Education:** Amanda Watson will present in September

9. **Friends of the Library/Royal Neighbors:** Amy presented the Royal Neighbor's and Friends Agendas for August 13th, 2024. Funding requests for the library's fall programs will be discussed. They will also discuss volunteer needs for upcoming Hispanic Heritage Fest, Bingo Fundraiser and Trunk or Treat. A proposal from the Friends of the East Moline Library to partner on a program for newborn literacy will also be discussed.

10. Unfinished Business for Discussion and Possible Action: There was not any unfinished business to discuss.

11. New Business for Discussion and Possible Action:

- a. **Serving the Public 4.0 (Chapter 9 – Public Services: Reference and Reader's Advisory Services):** Chapter 9 of Serving the Public 4.0 was discussed. 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 11 – Fundraising)** - Chapter 11 goes over various fundraising sources for libraries. The pros (fundraising opportunities) and cons (high cost for startup) of incorporation were discussed, along with the Fund for Illinois Libraries, and creating a charitable foundation. Fundraising Campaigns were discussed. Trustees may be asked to fundraise. The director shares these responsibilities with the board. Tips for Successful Fundraising were listed. Setting a timetable, a budget goal, plan presentations, dividing up responsibility, etc. were discussed. The chapter ends with a discussion of Friends Groups.
- c. **Discuss Internet Use Policy** - The Internet Use Policy was discussed. No changes were suggested.
- d. **Discuss Adult Services Coordinator Job Description:** Amy presented the Adult Services Coordinator job description without any suggested changes. The board did not find any changes necessary.
- e. **Discuss DRAFT Levy Letter:** Amy presented the Board with a draft of this year's levy letter. It will be voted on in September.

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)
- Trustee Facts File (Chapter 12)
- Policy Review
- Job Description Review
- Building Maintenance/Projects
- FY23-24 Revenue & Expenses Report
- Trustee Continuing Education (Amanda Watson)

- Centennial Update
- **Review Closed Session Minutes (Bi-Annually)**
- Illinois State Historical Society's Centennial Award (Sept 21st, Springfield)
- Trunk or Treat
- Levy Letter – Approve
- Sexual Harassment Training
- 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: 6:38 pm.

Respectfully Submitted, Amanda Watson

