



# Silvis Public Library Board of Trustees

Regular Board Meeting  
Monday, September 9<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 6:04pm.

2. **Roll Call:**

In-Person Attendance:

Trustees: Bruce Boyd, Gloria Douglas, Ivy Pittman-Outen, Bev Reese, Beth Tepen, Amanda VanOpdorp, Meaghan Terry

Staff: Amy Fry

Absent: Katy Henderson, Amanda Watson

3. **Public Comment:** NONE

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

Meaghan Terry asked Amanda Watson to read the Consent Agenda dated Monday, September 9<sup>th</sup>, 2024. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, September 9<sup>th</sup>, 2024.

**Motion: Bruce Boyd    Second: Bev Reese**

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

Bruce Boyd – yes

Gloria Douglas – yes

Katy Henderson – Absent

Ivy Pittman-Outen – yes

Bev Reese - yes

Beth Tepen – yes

Amanda VanOpdorp – yes

Amanda Watson - Absent

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 September 9th, 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: Ivy Pittman-Outen**

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

Bruce Boyd – yes

Gloria Douglas – yes

Katy Henderson – Absent

Ivy Pittman-Outen – yes

Bev Reese - yes

Beth Tepen – yes

Amanda VanOpdorp – Yes

Amanda Watson - Absent

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 September 9th, 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. **August 2024 Statistics:**

i. August 2024 Registration Statistics

1. New Patrons decreased 34.2% from August 2023 (38/25).

2. Renewals decreased 8.3% from August 2023 (24/22).

3. Total Active cards increased 6.8% from August 2024 (2587/2763).

ii. August 2024 Circulation Statistics

1. Physical materials – checkouts decreased 6.3% from August 2023 (2020/1892).
  2. E-material – checkouts were up 18.1% from August 2023 (613/724).
- iii. August 2024 Programming Statistics
1. Active Stats (In-Person/Virtual) – Attendance was up 405% from August 2023 (180/909). Amy noted that the increase was due to the inclusion of this year’s Silvis Summer Fest.
  2. Passive Stats (Self-Guided/Virtual) – Participation decreased 19.8% from August 2023 (111/89).

**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.
- ii. Window Cleaning: The library windows were professionally cleaned (exterior only) and the Summer Reading Program artwork was removed.
- iii. Tree Removal: The City removed an unhealthy tree from the property behind the library parking lot.

**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 26<sup>th</sup> and 27<sup>th</sup>. Virtual Session Details and registration are open. Staff have signed up for training that is relevant to them.
- iii. Meetings: Library staff participated in 8 meetings in August.
- iv. Training: The staff completed 7 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 August meeting. Amy presented the draft report. She hopes to have the final report by the September meeting.

**e. Illinois Libraries Agencies of Impact Report:** Amy presented the board with a copy of the RAILS data study.

**f. 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. In September, the interview focused on the upcoming Hispanic Heritage Festival, Bingo Fundraiser, and QCAWC Vet Van Visit. The next segment will air live on October 4th and focus on Bowlesburg Cemetery Tours, Trunk or Treat, Local Author Fair, Haunted Quad Cities, and The hISTORY of the HoChunk Nation.”
  2. WHBF Interview – Amy will be interviewed regarding the Hispanic Heritage Festival for CBS and FOX News this Wednesday. She has invited Alderman Cervantes to join her.

3. WVIK News – Shaniece will be doing a radio interview about the Hispanic Heritage Festival this week. It will be aired on 90.3 FM and 95.9 FM Dubuque.
4. 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. Trunk or Treat signs have been ordered, too.
5. 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. September Events:

- a. Teen Fest was held on September 7<sup>th</sup> 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 14<sup>th</sup> 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 16<sup>th</sup>, 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.
- d. Bingo Fundraiser will be held on September 28<sup>th</sup> at the McGehee Center. \$20 admission includes cards, dauber, pizza, drink, and cookies. Prizes from local businesses.

2. October Events:

- a. Bowlesburg Cemetery Tours will be held on Oct 5<sup>th</sup> at Bowlesburg Cemetery. Discover the stories of Silvis and Quad Cities' historical figures while exploring the symbolism behind gravestone carvings. Learn the symbolism behind gravestone carvings, unlocking a deeper understanding of the past. Two tour groups available, limited to 25 per group.
- b. Trunk or Treat will be held in the library parking lot on October 19<sup>th</sup> from 5-7pm. Our most popular annual event, Trunk or Treat, is going to be BIGGER than ever! 35 businesses/organizations will host trunks and give away candy. The first 1000 kids will receive a goody bag AND a comic. Hot dogs, popcorn, and bottled water will be provided for the first 1500 guests - including adults. Spooky selfie stations will be displayed throughout the library. Prizes will be awarded for the best costumes and trunks.
- c. Haunted History in the Quad Cities will be held in the library on October 25<sup>th</sup>. Guests will learn about the haunted history of the Quad Cities with historian and paranormal investigator Peg Rounds of Whispering Souls Paranormal. Peg is a curator, a docent, and the auxiliary coordinator at Rock Island County Historical Society and a docent at the Hauberg Center.

3. November Events:

- a. A Local Author Fair will be held in the library on November 2<sup>nd</sup>. We're excited to announce that we already have 11 talented authors confirmed, with more to come! You'll have the chance to meet these authors, discuss their works, ask questions, and purchase signed copies of their books. In addition, Ryan Collins from the Midwest Writing Center will be joining us to share his expertise and passion for writing. Plus, there will be a special presentation on National Novel Writing Month (NaNoWriMo), offering valuable tips and inspiration for anyone interested in embarking on their own writing adventure. The event is free and open to adults. No registration is required—just drop by and immerse yourself in the world of local literature.
- b. A Brief History of the Native American Reintroduction into Illinois will be presented on November 4<sup>th</sup> in the library. In this presentation, Chief White Winnebago will introduce participants to the culture and history of the HoChunk nation. He will examine the history of his tribal territory and settlements, how his family was relocated into Starved Rock, tribal names and culture, his regalia, and artifacts.
- c. Kids day will be held in the library on November 16<sup>th</sup>. Donuts and free books at 9a, Absolute Science Show at 12p, and takeaway crafts at 1p.
- d. Plantapalooza will be held at the McGehee Center on November 23<sup>rd</sup>. Limited to 50 participants, ages 15 and up. Free houseplants, garden stake craft, and paint-your-own pots.

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.

- g. **Illinois State Historical Society's Centennial Award:** The 2024 Centennial Awards reception has been canceled for this year. However, the library is still being recognized with a Centennial Awards certificate, a writeup in Illinois Heritage magazine's September issue, and social media promotion of an interview by the Illinois State Historical Society.
- h. **Illinois House of Representatives Certificate of Recognition:** The 103<sup>rd</sup> General Assembly of the Illinois house of Representatives, sponsored by Representative Gregg Johnson presented the library with a certificate of recognition for 100 years of service as a free library.
- i. **School Supplies to Eagle Ridge School:** – The library received a letter from Eric Lawson, Superintendent of the Carbon Cliff- Barstow School District, thanking them for their donation of school supplies to Eagle Ridge School.
- j. **Sexual Harassment Training:** The 2024 sexual harassment training has been emailed to all trustees. All trustees must complete the training and sign the certificate. Certificates will be filed with the city.

8. **Trustee Continuing Education (Amanda Watson):** Amanda Watson was absent. She will present next month.

9. **Friends of the Library/Royal Neighbors:** The Friends and Royal Neighbors will meet to October. Amy will update the board next month.

10. **Unfinished Business for Discussion and Possible Action:**

- a. **Closed Session [pursuant to 5 ILCS 120/2(c)21]:** A discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

A motion was made to adjourn to closed session pursuant to 5 ILCS 120/2(c)21 to discuss and review closed session minutes.

**Motion: Gloria Douglas Second: Bev Reese**

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

Bruce Boyd – yes

Gloria Douglas – yes

Katy Henderson – Absent

Ivy Pittman-Outen – yes

Bev Reese - yes

Beth Tepen – yes

Amanda VanOpdorp – yes

Amanda Watson - Absent

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 *trustees adjourned to closed session pursuant to 5 ILCS 120/2(c)21 to discuss and review closed session minutes at 6:23pm.***

At 6:23pm, it was moved to return from closed session.

**Motion: Ivy Pittman-Outen Second: Amanda VanOpdorp**

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

Bruce Boyd – yes

Gloria Douglas – yes

Katy Henderson – Absent

Ivy Pittman-Outen – yes

Bev Reese - yes

Beth Tepen – yes

Amanda VanOpdorp – yes

Amanda Watson - Absent

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 *trustees returned from the closed session discussion.***

- b. **Closed Session Minutes (October 2023):** A motion was made to approve the October 2023 Closed Session Minutes and keep them on file.

**Motion: Bev Reese Second: Amanda VanOpdorp**

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

Bruce Boyd – yes

Gloria Douglas – yes

Katy Henderson – Absent

Ivy Pittman-Outen – yes

Bev Reese - yes

Beth Tepen – yes

Amanda VanOpdorp – yes

Amanda Watson - Absent

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 Closed Session minutes from January 2023 were approved and will be kept on file.***

- c. **2024 Levy Letter:** A motion was made to approve the 2024 Levy Letter.

**Motion: Bruce Boyd Second: Bev Reese**

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

Bruce Boyd – yes  
Gloria Douglas – yes  
Katy Henderson – Absent  
Ivy Pittman-Outen – yes  
Bev Reese - yes

Beth Tepen – yes  
Amanda VanOpdorp – yes  
Amanda Watson - Absent  
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 Levy Letter was approved.***

### **11. New Business for Discussion and Possible Action:**

- a. Serving the Public 4.0 (Chapter 10 – Programming):** Chapter 10 covers library programming. The library meets all standards and complies with all items on both checklists.
- b. Trustee Facts File (Chapter 12 – Advocacy) -** Chapter 12 goes over trustee advocacy, specifically with government officials. If you did not read through this, please take it home and do so. Friends Groups.
- c. Discuss Gift Ban Policy -** The Gift Ban Policy was discussed. No changes were suggested.
- d. Discuss Circulation Job Description:** Amy presented the Circulation Clerk 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 11)
- Trustee Facts File (Chapter 13)
- Policy Review
- Job Description
- Building Maintenance/Projects
- FY23-24 Revenue & Expenses Report
- Trustee Continuing Education: Amanda W
- Centennial Update
- Illinois State Historical Society’s Centennial Award
- Trunk or Treat
- Friends/RN Update
- Begin Review of Per Capita Requirements
- Staff Evaluations
- Director’s Review Packet
- Combined Silvis/RRLD Meeting Update
- Budget Committee Members Meeting Date
- 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: 6:34pm.**

Respectfully Submitted, Beth Tepen

