



Silvis Public Library Board of Trustees

Regular Board Meeting
Monday, October 7th, 2024, 6:00 pm
806 1st Avenue, Silvis, IL 61282

1. **Call to Order:** Amanda VanOpdorp called the meeting to order at 6:03 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 Monday, October 7th, 2024. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, October 7th, 2024.

Motion: Ivy Pittman-Outen Second: Bev Reese

Secretary, 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 October 7th, 2024, was established.*

5. **Vote to Approve Items on the Consent Agenda:**

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

Motion: Katy Henderson Second: Bruce Boyd

Secretary, 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 October 7th, 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. **September 2024 Statistics:**

- i. September 2024 Registration Statistics
 1. New Patrons decreased 5.6% from September 2023 (36/34).
 2. Renewals increased 55.6% from September 2023 (18/28).
 3. Total Active cards increased 6.8% from September 2023 (2619/2798).
- ii. September 2024 Circulation Statistics

1. Physical materials – checkouts increased 6.5% from September 2023 (1684/1809).
 2. E-material – checkouts were up 13.8% from September 2023 (521/593).
- iii. September 2024 Programming Statistics
1. Active Stats (In-Person/Virtual) – Attendance was up 667.8% from September 2023 (367/2818). Amy noted the increase is largely due to the Hispanic Heritage Festival.
 2. Passive Stats (Self-Guided/Virtual) – Participation increased 50% from September 2023 (110/165).

b. Building Maintenance/Projects

- i. HVAC Unit (Children’s Section): The HVAC was installed on September 8th.
- ii. HVAC Unit (Circulation Desk Section): THE HVAC above the circulation desk area has lost all coolant. The unit was purchased in 2001. It will need to be replaced before next Summer. The Furnace will likely need to be replaced as well. Bornhoeft is preparing quotes now. This will be factored into the FY25-26 budget.

c. Library Personnel:

- i. Professional Development
 1. 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.
 2. 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 was held virtually on September 26th and 27th. Staff are still watching training from the conference. Amy said it was very educational and helpful.
 3. Meetings: Library staff participated in 7 meetings in September.
 4. Training: The staff completed 7 training sessions in the month of September.
- ii. Annual Reviews
 1. Staff Evaluations - All Staff have been given their self-evaluations. Amy will be review them by the end of November.
 2. Director Evaluations – All Director Evaluations will be compiled by Rachel and presented to the board at the November Meeting. The Board will review the director in December during closed session.
 - a. Silvis Library Board – The trustees were presented with the evaluation form at the meeting. Amy has asked each to fill it out and return it to Rachel within the next two weeks. Rachel will compile the results into the trustees spreadsheet this after she received them.
 - b. Rock River Library District – Reviews were completed. Rachel will enter them into the trustees’ spreadsheet this month.
 - c. Staff – Staff have been asked to anonymously review the director. Rachel will enter them into the spreadsheet this month
 - d. Self-Evaluation – Amy will complete these and Rachel will add them to the spreadsheet by next month.
- iii. Vacation Rollover – Amy would like to rollover her remaining 2024 vacation hours into 2025. The board had no concerns.

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 November meeting.
- ii. ILLINET – The ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey documents the library’s interlibrary loan and reciprocal borrowing activity from July 1, 2023 through June 30, 2024 and must be completed by March 31, 2025.

- iii. Annual Library Certification - Annual certification is required of all library system members to retain system membership and eligibility for grants administered by the Illinois State Library. The deadline for full submission is March 31, 2024.
- iv. 2024 Per Capita Grant - The Public Library Per Capita Grant assists public libraries in providing library services that meet or show progress toward meeting Illinois library standards. Grant amounts of up to \$1.475 per person, based on the population of the library's service area, are awarded annually to qualified Illinois public libraries. The 2024 Per Capita Grant is due January 30, 2025.

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 October interview focused on the Bowlesburg Cemetery Tours, Trunk or Treat, Local Author Fair, Haunted Quad Cities, and The History of the Ho-Chunk Nation." The next interview will be November 6th and will focus on Plantapalooza, Kids' Day, and Illinois Family Reading Night.
- 2. Yard Signs: Yard signs are being created and placed around Silvis for the citywide events that are held off-site. Currently, *Trunk or Treat* is being advertised. Winter in Silvis signs will be ordered next.
- 3. Boosted Social Media Posts: Centennial events are being promoted through boosted posts, leading to increased attendance. Currently, *Trunk or Treat*, the *Local Author Fair*, and the *Local History Series* are being advertised.

ii. Events

1. September Events:

- a. Teen Fest was held on September 7th at the library. 19 teens attended.
- b. Hispanic Heritage Festival was held on September 14th on Hero Street, USA. 2530 people attended.
- c. The Art of the Apron with Tami Finley was held at 6pm, on September 16th, at the library. 21 guests attended.
- d. The Bingo Fundraiser was held on September 28th at the McGehee Center. 81 attended, including volunteers and staff. Over \$2,000 was raised.

2. October Events:

- a. Bowlesburg Cemetery Tours were held on Oct 5th at Bowlesburg Cemetery. 44 adults participated.
- b. Trunk or Treat will be held in the library parking lot on October 19th 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 25th. 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 2nd. 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 4th 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 16th. 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 23rd. Limited to 50 participants, ages 15 and up. Free houseplants, garden stake craft, and paint-your-own pots.
4. December Events
- a. Winter in Silvis – Winter in Silvis will be held on Saturday, December 7th at the library and the downtown fire station. This event is being hosted by the library and Silvis Main Street. Horse-drawn carriage rides, ice sculpting, Mr. and Mrs. Claus, the Snow Sisters and Olaf, cookie decorating, a Santa DJ, and kids crafts will be provided.
 - b. Growing Up Gen X with Ewrica Holst – This presentation will be held at the library on Friday, December 13th. Erika Holst is the Curator of History at the Illinois State Museum. Her most recent exhibition, Growing Up X, explored the toys, technology, and cultural touchstones that shaped Generation X.
 - c. Hero Street Documentaries Screening with Director Q&A – This event will be held at the McGehee Center on Saturday, December 14th from 12-5pm.
5. Volunteer Opportunities: Amy asked the trustees to volunteer/attend any the following Centennial events, if possible: Trunk or Treat, Local Author Fest, Plantapalooza, Silvis Winter Fest, and the Hero Street Documentaries Screening.

f. Combined Silvis RRLD Annual Meeting Update – The Rock River Library District has decided to move this to a bi-annual meeting.

g. Trustee/Staff Contact Sheet – Amy is updating the staff/trustee contact sheet. She asked any trustees who have not sent her a photo to do so before the next meeting.

8. Trustee Continuing Education (Amanda Watson): Amanda Watson presented on a new Leadership Brief from The Urban Libraries Council addressing the rise of generative artificial intelligence (AI) and its contribution to the spread of misinformation and disinformation. The brief discussed ways to combat these issues as well as examples of what other libraries have done.

9. Friends of the Library/Royal Neighbors: The Friends and Royal Neighbors will *not* meet to October. Amy will update the board next month.

10. Unfinished Business for Discussion and Possible Action:

- a. **Sexual Harassment Training:** Bruce Boyd, Bev Reese, Katy Henderson, Beth Tepen, and Ivy Pittman-Outen have all completed their annual Sexual Harassment Certification. Amy reminded all remaining trustees to complete this as soon as possible, so she can turn them in to the City Clerk by the end of the month.
- b. **2024 Per Capita Grant Requirements** - This year's requirements are as follows:
 - i. Each Rock River and Silvis Public Library board member must read *Serving Our Public 4.0*.
 - 1. The Silvis Library Board members reviewed all chapters and checklists through the year at board meetings. New trustees should go back through and review any chapters they have missed. A copy of *Serving the Public* was given to each trustee during their orientation.
 - 2. Rock River board members will complete the reading prior to their November meeting.
 - ii. The Silvis Library Board must review the chapter checklists as a group with the library director.
 - 1. All checklists were discussed during monthly board meetings.
 - a. Amy Provided a rundown off all standards on the checklist that the library has recently *worked on and are now meeting*. These include:
 - i. Youth/Young Adult Services Checklist – “The library partners with young adults in the community to provide opportunities for leadership such as young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.”
 - 1. The library currently has a Teen Advisory Board.
 - 2. The library is now partnering with local schools, offering volunteer opportunities to teens who are required “Service Hours.”
 - ii. Marketing, Promotion, and Collaboration Checklist – “The staff and trustees participate in two or more cooperative activities with other community organization.”
 - 1. Library staff already exceed this standard.
 - 2. Library board members are now meeting this standard.
 - b. Amy provided a rundown of all standards on the checklist that the *library is still working towards meeting*. These include:
 - i. Governance and Administration Checklist – “Library maintains an understanding of the community by surveys, hearings, and other means.”
 - ii. Access Checklist – “The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.”
 - 1. The library has electronic signs on both sides of the building – as well as a “library flag.”
 - 2. The library would like to work with the City of Silvis to get additional street signs added to guide users to the building.
 - iii. Technology Checklist – “The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.”
 - 1. The library has offered basic computer programs in the past, using library staff. However, the programming was not well attended.
 - 2. The library hopes to partner with community agencies in 2025 to host computer programming for their patrons.
 - 3. The library must have certification of compliance per PA103-0100. We complete a form annually to adopt the ALA bill of rights.

2. **New Business for Discussion and Possible Action:**

- a. **Serving the Public 4.0 (Chapter 11 – Youth/Young Adult Services):** Chapter 11 covers juvenile services. The library meets all standards and complies with all items on the checklist.
- b. **Trustee Facts File (Chapter 13 – Public Relations) -** Chapter 13 discusses creating a Public Relations Policy, cultivating community partnerships, utilizing medias in a pr campaign, making public presentations, and the importance of patron input.
- c. **Discuss Bed Bug Policy -** The Bed Bug Policy was discussed. No changes were suggested.
- d. **Discuss Smoking/Vaping Policy –** The Smoking/Vaping Policy was discussed. No changes were suggested.
- e. **Discuss Technical Services Clerk Job Description -** Amy presented the Tech Services Clerk job description without any suggested changes. The board did not find any changes necessary.
- f. **Discuss End of the Year Bonus Matrix –** Amy presented the information and no changes were made. This will be voted on at the next meeting.
- g. **Discuss Director’s Review –** Amy is reviewed by the Silvis library board, the RRLD board, and staff. Rachel then compiles all of these into on be document and finds the average scores. Amy prenteced the board with a copy of the review they will each fill out individual regarding her performance. She asked that anything that a board member does not know an answer to, or they don’t feel they have information to make an informed decision on, they mark as N/A. Amy also present the board with a copy of her self-evaluation of the same form. The board was asked to complete and return the reviews as soon as possible, but no later than two weeks from now. Amy will present Rachel’s spreadsheets at the November meeting. The board will go into closed session to review Amy during the December meeting.

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

13. Items to be placed on next month’s agenda:

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| <ul style="list-style-type: none"> • Serving Our Public 4.0 (Chapter 12) • Trustee Facts File (Chapter 14) • Policy Review (_____) • Job Description (_____) • Building Maintenance/Projects • FY23-24 Revenue & Expenses Report • Trustee Continuing Education (Katy Henderson) • Centennial Update • Illinois State Historical Society’s Centennial Award • Trunk or Treat • Winter in Silvis | <ul style="list-style-type: none"> • Sexual Harassment Training • Friends/RN Update • Staff Evaluations • Director’s Review • Budget Committee Members Meeting Date • Staff/Trustee Contact sheet • Salary Matrix FY25-26 • APPROVE – End of the Year Bonus Matrix • Anything else? |
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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: 7:01 pm.

Respectfully Submitted, Amanda Watson

