



# Silvis Public Library Board of Trustees

Regular Board Meeting  
Monday, November 18<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 6:02 pm.

2. **Roll Call:**

In-Person Attendance:

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

Staff: Amy Fry

Absent: Amanda VanOpdorp

3. **Public Comment:** NONE

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

Meaghan Terry asked Amanda Watson to read the Consent Agenda dated Monday, November 18<sup>th</sup>, 2024. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, November 18<sup>th</sup>, 2024.

**Motion: Ivy Pittman-Outen Second: Gloria Douglas**

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 – absent

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 November 18<sup>th</sup>, 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**

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 – absent

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 November 18<sup>th</sup>, 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. **October 2024 Statistics:**

i. October 2024 Registration Statistics

1. New Patrons decreased 9.4% from October 2023 (53/48).

2. Renewals increased 58.3% from October 2023 (12/19).

3. Total Active cards increased 6.6% from October 2023 (2667/2843).

- ii. October 2024 Circulation Statistics
  - 1. Physical materials – checkouts decreased 3.5% from October 2023 (1876/1811).
  - 2. E-material – checkouts were up 4.4% from October 2023 (613/640).
- iii. October 2024 Programming Statistics
  - 1. Active Stats (In-Person/Virtual) – Attendance was up 12.7% from October 2023 (2053/2314).
  - 2. Passive Stats (Self-Guided/Virtual) – Participation decreased 14.2% from October 2023 (183/157).

**b. Building Maintenance/Projects**

- i. 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 replaced as well. Bornhoeft is preparing quotes now. This will be factored into the FY25-26 budget.
- ii. Fire Extinguishers – Certasite replaced outdated fire extinguishers.

**c. Library Personnel:**

- i. Professional Development
  - 1. Quarterly Staff Development Day: The next Staff Development Day was held on November 6th. Winter Reading 2025, Plantapalooza, and the Local Author Fair were discussed. The next Staff Development Day will be February 5<sup>th</sup>.
  - 2. Meetings: Library staff participated in 5 meetings in October.
  - 3. Training: The staff completed 14 training sessions in the month of October.
- 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 were compiled by Rachel and presented to the board. The Board will review the director in December during closed session.
- iii. Job Opening – Katelynn Lesage resigned as the Youth Services Coordinator. In=person interviews begin this week.
- iv. Staffing Concerns – Amy informed the board of recent staff shortages.

**d. Annual Reports:**

- i. FY23-24 Revenue & Expenses Report – Amy presented the final FY23024 Revenue & Expenses Report to the board.
- 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, 2025.
- 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 November interview focused on Plantapalooza, Kids' Day, and Illinois Family Reading Night. The next interview will be December 4th and will focus on Winter in Silvis, Hero Street Documentary Screening, and the Winter Reading Kickoff.
2. Yard Signs: Yard signs are being created and placed around Silvis for the citywide events that are held off-site. Currently, *Winter in Silvis* is being advertised.
3. Boosted Social Media Posts: Centennial events are being promoted through boosted posts, leading to increased attendance. Currently, *Winter in Silvis* and the *Hero Street Documentary Screening* are being advertised.

ii. Events

1. October Events:
  - a. Bowlesburg Cemetery Tours were held on Oct 5<sup>th</sup> at Bowlesburg Cemetery. 44 adults participated.
  - b. Trunk or Treat was held in the library parking lot on October 19<sup>th</sup> from 5-7pm. 2159 participated (includes adults and volunteers).
  - c. Haunted History in the Quad Cities was 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. 27 participated
2. November Events:
  - a. A Local Author Fair was held in the library on November 2<sup>nd</sup>. 100 attended.
  - b. A Brief History of the Native American Reintroduction into Illinois was presented on November 4<sup>th</sup> in the library. 30 participated.
  - c. 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.
3. December Events
  - a. Winter in Silvis – Winter in Silvis will be held on Saturday, December 7<sup>th</sup> 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 Erica Holst – This presentation was canceled by the speaker due to a scheduling conflict. We are rescheduled for April.
  - c. Hero Street Documentaries Screening with Director Q&A – This event will be held at the McGehee Center on Saturday, December 14<sup>th</sup> from 12-5pm.
4. Volunteer Opportunities: Amy asked the trustees to volunteer/attend any the following Centennial events, if possible: Silvis Winter Fest, and the Hero Street Documentaries Screening.

**f. Trustee/Staff Contact Sheet** – Amy presented the board with an updated staff/trustee contact sheet. It will be updated again when the new Youth Services Coordinator is hired.

8. **Trustee Continuing Education (Katy Henderson):** Katy Henderson presented on an article about self-service options. One library trialed self-service options on Sundays when no staff are present except for security. It would allow patrons to access library services on days that are normally closed.
9. **Friends of the Library/Royal Neighbors:** The Friends and Royal Neighbors met in November. Funding for Winter events were approved. They sponsored 9 adult programs, 8 juvenile programs, 7 teen programs, additional supplies and refreshments for children's events, and covered the cost of ReaderZone for Winter Reading. The Good Friday Bake Sale was discussed. It will be held on April 18<sup>th</sup>, 2025.
10. **Unfinished Business for Discussion and Possible Action:** There was not any unfinished business to discuss.

- a. **Sexual Harassment Training:** Amy reminded all remaining trustees to complete this as soon as possible.
- b. **Discuss Director's Review:** Amy presented the trustees with the remaining Director's Review spreadsheets. They are to take them home and review them. The information is confidential and should not be shared with anyone else.
- c. **APPROVE – End of the Year Bonus Matrix**  
 A motion was made to approve the Year-End Bonus Matrix as presented  
**Motion: Bev Reese Second: Katy Henderson**

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 – absent  
 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 *Year-End Bonus Matrix was approved.***

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

- a. **Serving the Public 4.0 (Chapter 12 – Technology):** Chapter 12 covers technology. The library meets all standards and complies with all items on the checklist. Amy plans to expand partnerships with other organizations for patron computer training when possible.
- b. **Trustee Facts File (Chapter 14 – Trustee Continuing Education):** Chapter 14 discusses ideas for trustee continuing education and a list of resources available
- c. **Discuss Photography & Video Policy:** The Photography & Video Policy was discussed. No changes were suggested.
- d. **Discuss Custodian Job Description:** Amy presented the Custodian job description without any suggested changes. The board did not find any changes necessary.
- e. **Discuss FY25-26 Salary Matrix:** Amy presented the FY25-26 Salary Matrix. The Board will vote on it at the December meeting.
- f. **Discuss Possible Intergovernmental Agreement:** A discussion was had on a possible intergovernmental agreement. Amy will provide additional information at a later date, if it moves forward.
- g. **Budget Committee:** Discussion

- **Members:** The budget committee will include the following board members: Amy Fry, Meaghan Terry, Ivy Pittman-Outen, Katy Henderson, and Bev Reese
- **Meeting Dates:** The committee will meet on Monday, December 2nd at 6pm. The following meeting will be on Monday January 6th at 6pm.

**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"> <li>• Serving Our Public 4.0 (Chapter 13)</li> <li>• Trustee Facts File (Appendices)</li> <li>• Policy Review (_____)</li> <li>• Job Description (_____)</li> <li>• Building Maintenance/Projects</li> <li>• Trustee Continuing Education (Meaghan)</li> <li>• Centennial Update</li> <li>• Winter in Silvis</li> </ul> | <ul style="list-style-type: none"> <li>• Sexual Harassment Training (Meaghan)</li> <li>• Friends/RN Update</li> <li>• Director's Review</li> <li>• Budget Committee Meeting Update</li> <li>• Meeting Date</li> <li>• Staff/Trustee Contact sheet</li> <li>• APPROVE - Salary Matrix FY25-26</li> </ul> |
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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: 7:04 pm.**

Respectfully Submitted, Amanda Watson

