



Silvis Public Library Board of Trustees

Regular Board Meeting

Monday, December 9th, 2024, 6:00 pm

806 1st Avenue, Silvis, IL 61282

1. Call to Order: Meaghan Terry 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 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, December 9th, 2024. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, December 9th, 2024.

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 December 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: Gloria Douglas Second: Amanda Watson

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 December 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. November 2024 Statistics:

- i. November 2024 Registration Statistics
 1. New Patrons increased 25% from November 2023 (20/25).
 2. Renewals increased 56.3% from November 2023 (16/25).
 3. Total Active cards increased 7.2% from November 2023 (2679/2873).
- ii. November 2024 Circulation Statistics
 1. Physical materials – checkouts decreased 5.4% from November 2023 (1874/1773).
 2. E-material – checkouts were up 9.5% from November 2023 (558/611).
- iii. November 2024 Programming Statistics
 1. Active Stats (In-Person/Virtual) – Attendance increased 106.8% from November 2023 (162/335).
 2. Passive Stats (Self-Guided/Virtual) – Participation increased 4.5% from November 2023 (155/166).

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.

c. Library Personnel:

- i. Professional Development
 1. Quarterly Staff Development Day: The next Staff Development Day will be February 5th. Staff will discuss Sierra training, Winter Reading, and Summer Reading.
 2. Meetings: Library staff participated in 4 meetings in November.
 3. Training: The staff completed 0 training sessions in the month of November.
- ii. Annual Reviews
 1. Staff Evaluations - All Staff evaluations have been completed.
 2. Director Evaluations – All Director Evaluations were compiled by Rachel and presented to the board. The Board will review the director during closed session.
- iii. Job Opening – Katelynn Lesage resigned as the Youth Services Coordinator. Haley Brown has been hired as her replacement. Communications Clerk, Ivy Bull just submitted a 2 week notice.

d. Annual Reports:

- i. 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.
- ii. 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.
- iii. 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: Throughout 2024, the library appeared on a monthly segment of QC Live to discuss Centennial events. The December interview focused on Winter in Silvis, Hero Street Documentary Screening, and the Winter Reading Kickoff.
2. 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. November Events:

- a. A Local Author Fair was held in the library on November 2nd. 100 attended.
- b. A Brief History of the Native American Reintroduction into Illinois was presented on November 4th in the library. 30 participated.
- c. Plantapalooza was held at the McGehee Center on November 23rd. It was limited to 50 participants, ages 15 and up. Free houseplants, garden stake craft, and paint-your-own pots. 39 participated the day of the event. We gave out an additional 140 plants over the next two weeks.

2. December Events

- a. Winter in Silvis – Winter in Silvis was held on Saturday, December 7th at the library and the downtown fire station. Horse-drawn carriage rides, ice sculpting, Mr. and Mrs. Claus, the Snow Sisters and Olaf, cookie decorating, face painting, a Santa DJ, and kids crafts were provided. The library had 758 participate.
- b. Hero Street Documentaries Screening with Director Q&A – This event will be held at the McGehee Center on Saturday, December 14th from 12-5pm.

3. Volunteer Opportunities: Amy thanked the trustees for all of their support throughout 2024. She asked the trustees to volunteer/attend the Hero Street Documentaries Screening, if possible. The Documentary Screening is the last Centennial event.

f. Trustee/Staff Contact Sheet – Amy presented the board with an updated staff/trustee contact sheet.

8. Trustee Continuing Education (Meaghan Terry): Meaghan will present next month

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 Reader Zone for Winter Reading. Birdies for Charity and the Good Friday Bake Sale was discussed. It will be held on April 18th, 2025.

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

a. **Sexual Harassment Training:** All trustees have completed this.

b. APPROVE – FY25-26 Salary Matrix

A motion was made to approve the Year-End Bonus Matrix as presented

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 – 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 *FY25-26 Salary Matrix was approved.*

1. New Business for Discussion and Possible Action:

a. **Serving the Public 4.0 (Chapter 13 – Marketing, Promotion, and Collaboration):** Chapter 13 discusses promoting the library and their services. The library meets all standards and complies with all items on the checklist.

b. **Trustee Facts File (Appendices):** Appendices include Library Bill of Rights, Freedom to Read, Freedom to View, Libraries: An American Value, Code of Ethics, Ethics Statement, and List of Resources.

c. **Discuss Camera Surveillance and Security Policy:** The Camera Surveillance and Security Policy was discussed. No changes were suggested.

d. **Discuss Communications Clerk Job Description:** Amy presented the Communications Clerk job description without any suggested changes. The board did not find any changes necessary.

e. **Closed Session: pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.**

A motion was made to adjourn to closed session pursuant to 5 ILCS 120/2(c)1 to discuss the director’s annual review.

Motion: Ivy Pittman-Outen 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 trustees adjourned to closed session pursuant to 5 ILCS 120/2(c)1 at 6:22 pm.*

At 7:15 pm it was moved to return from closed session.

Motion: Bruce Boyd 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 – 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 trustees returned from the closed session discussion.*

- f. APPROVED – Director’s Review:** A motion was made to approve the Director’s goals for 2025, but to decide on salary during the regular budget committee meetings.

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 *2025 Director’s Goals were approved.*

- g. APPROVED – FY25-26 Board Meeting Schedule:** A motion was made to approve FY25-26 Board Meeting Schedule as presented.

Motion: Ivy Pittman-Outen Second: Gloria Douglas

Meaghan Terry opened the floor up for discussion. Amy noted that the October 2025 meeting will need to be held on Tuesday, October 14th, due to Indigenous People’s Day.

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 *FY25-26 Board Meeting Schedule was approved.*

- h. Budget Committee:** Amy discussed the Tax Levy, PPRT (Personal Property Replacement Taxes), and cost of living rate for FY25-26. Amy suggested that the Budget Committee hold their rescheduled December meeting on an evening between December 17th – 19th at 6pm, or December 20th – 22nd at 3pm.

- **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 December 19th at 6:00pm. 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:

- Serving Our Public 4.0 (Appendices)
- Trustee Facts File (Chapter 1)
- Policy Review (_____)
- Job Description (_____)
- Building Maintenance/Projects
- Trustee Continuing Education (Meaghan)

- Annual Reports (ILLINET, Per Capita, Certification)
- Winter in Silvis
- Sexual Harassment Training
- Budget Committee Meeting Update
- Meeting Date
- Anything else?

Items to be discussed at future meetings

- Centennial FINAL REPORT
- Facility Systems list (with maintenance operations)
- Building Maintenance/Repair Checklist
- Capital Asset Plan

14. Adjournment - The meeting adjourned at: 7:31 pm.

Respectfully Submitted, Amanda Watson

