



# Silvis Public Library Board of Trustees

Regular Board Meeting  
Monday, January 13<sup>th</sup>, 2025, 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: Gloria Douglas, Katy Henderson, Ivy Pittman-Outen, Bev Reese, Beth Tepen, Amanda Watson, Meaghan Terry

Staff: Amy Fry

Absent: Bruce Boyd, Amanda VanOpdorp

3. **Public Comment:** NONE

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

Meaghan Terry asked Amanda Watson to read the Consent Agenda dated Monday, January 13<sup>th</sup>, 2025. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, January 13<sup>th</sup>, 2025.

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

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

Bruce Boyd – absent  
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 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 January 13<sup>th</sup>, 2025, 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: Katy Henderson**

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

Bruce Boyd – absent  
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 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 January 13<sup>th</sup>, 2025, was approved.***

6. **Approve Items Removed from the Consent Agenda:** No items were removed from the Consent Agenda.

## 7. Director's Monthly Report:

### a. December 2024 Statistics:

- i. December 2024 Registration Statistics
  1. New Patrons decreased 11.8% from December 2023 (17/15).
  2. Renewals increased 46.7% from December 2023 (15/22).
  3. Total Active cards increased 6.7% from December 2023 2703/2885).
- ii. December 2024 Circulation Statistics
  1. Physical materials – checkouts decreased 16.9% from December 2023 (1732/1439).
  2. E-material – checkouts were up 0.8% from December 2023 (591/596).
- iii. December 2024 Programming Statistics
  1. Active Stats (In-Person/Virtual) – Attendance increased 55.5% from December 2023 (550/855).
  2. Passive Stats (Self-Guided/Virtual) – Participation increased 126.4% from December 2023 (121/274).

### 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. Amy presented the quote. 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 5<sup>th</sup>. Staff will discuss Sierra training, Winter Reading, and Summer Reading.
  2. Meetings: Library staff participated in 5 meetings in December.
  3. Training: The staff completed 10 training sessions in the month of December.
- ii. Job Opening – Ivy Bull resigned as the Communications Clerk. The open position will be posted by the end of this week.

### 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, 2025.
- 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. **Winter in Silvis:** 758 residents participated in the Winter in Silvis program. Carriage rides, ice sculpting, live character visits, crafts, and refreshments were provided, free of charge.

**8. Trustee Continuing Education:** Meagan Terry will present at the February Meeting.

**9. Friends of the Library/Royal Neighbors:** The Friends and Royal Neighbors will meet tomorrow, January 14<sup>th</sup> at 2pm. Officer elections and the Good Friday Bake Sale will be discussed.

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

**a. Discuss Budget Committee Meeting (December 19th, 2024) :** The Budget Committee met on December 19<sup>th</sup> to discuss the rough draft of the FY25-26 library budget. Revenue and Expenditures were discussed.

**b. APPROVE – Budget Meeting Minutes**

A motion was made to approve the December 19<sup>th</sup> Budget Committee Minutes as presented

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

**Unanimously Approved.**

**c. APPROVE – FY25-26 Library Budget**

A motion was made to approve the FY25-26 budget as presented.

**Motion : Ivy Pittman-Outen Second: Katy Henderson**

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

Bruce Boyd – absent  
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 7 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the FY25-26 Budget was approved.**

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

**a. Serving the Public 4.0 (Appendices):** The appendices contain a variety of documents such as a list of topics for new trustee orientation, records retention guidance, recommended staffing levels, a glossary, and more. As librarians and library boards must be familiar with Illinois statutes, the appendix provides a quick reference. New appendices in Serving Our Public 4.0 include a collection management worksheet, a set of facility management checklists, and guidance for new facility planning. The recommended service level tables retain the minimum, growing, established, and advanced levels to allow library boards to self-select the appropriate goals for their library. Minimum is the foundation level where all Illinois public libraries begin, but should not remain.

**b. Trustee Facts File (Chapter 1: Trustee Duties and Responsibilities):** The library board, along with the Director, discussed Chapter 1, which focuses on the roles of a library trustee.

i. Trustee duties (individual responsibilities) include attending board meetings, reviewing the agenda, minutes, and other documents prior to each meeting, serving on committees and representing the library at community events, and advocating for the library.

ii. Board duties (trustees as a whole) include both exclusive duties and duties that are assisted by the Director.

1. Board exclusive duties include hiring the library director, evaluating the director, establishing Board policies and the Trustee's Code of Ethics.

2. Board duties that are assisted by the Director include writing the mission statement, establishing library policies, authorizing salary and benefit plans for staff, assessing maintenance of library grounds and authorizing the purchase of lands/construction if necessary, developing the annual budget, reviewing monthly financial reports, advocating

for library funding, engaging in fundraising activities, and promoting the library in the community.

- c. **Discuss Personnel Policy:** The Personnel Policy was discussed. It was suggested to add *Communications Coordinator* to the employee classification list. Juneteenth to be added as a holiday in the *Vacations* section. Policy to be approved at the next meeting.
- 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.

**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 1)
- Trustee Facts File (Chapter 2)
- Policy Review (Personnel Policy)
- Job Description (\_\_\_\_\_)
- Building Maintenance/Projects
- Winter Reading Program
- 2025 Bingo Fundraiser (August)
- Trustee Continuing Education (Meaghan Terry)
- Annual Reports (ILLINET, Per Capita, Certification)
- Per Capita 2025 Requirements
- Approve January 13<sup>th</sup> Budget Meeting Minutes
- RRLD Contract – APPROVE
- Anything else?

Items to be discussed at future meetings

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

**14. Adjournment - The meeting adjourned at: 6:22 pm.**

Respectfully Submitted, Amanda Watson

