



Silvis Public Library Board of Trustees

Regular Board Meeting
Monday, February 10th, 2025, 6:00 pm
806 1st Avenue, Silvis, IL 61282

1. Call to Order: Meaghan Terry called the meeting to order at 6:01 pm.

2. Roll Call:

In-Person Attendance:

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

Staff: Amy Fry

Absent: Amanda VanOpdorp, Ivy Pittman-Outen

3. Public Comment: NONE

4. Vote to Establish Consent Agenda:

Meaghan Terry asked Amanda Watson to read the Consent Agenda dated Monday, February 10th, 2025. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, February 10th, 2025.

Motion: Bev Reese Second: Beth Tepen

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 – ABSENT
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 February 10th, 2025, 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: 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 – ABSENT
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 February 10th, 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. January 2025 Statistics:

- i. January 2025 Registration Statistics
 1. New Patrons increased 82.8% from January 2024 (29/53).
 2. Renewals decreased 12.5% from January 2024 (16/14).
 3. Total Active cards increased 7.2% from January 2024 (2738/2936).
- ii. January 2025 Circulation Statistics
 1. Physical materials – checkouts increased 16.9% from January 2024 (1774/2073).
 2. E-material – checkouts were down 12% from January 2024 (756/665).
- iii. January 2025 Programming Statistics
 1. Active Stats (In-Person/Virtual) – Attendance decreased 56.4% from January 2024 (541/236). Amy mentioned that last year's statistics were higher due to the extra Centennial events.
 2. Passive Stats (Self-Guided/Virtual) – Participation decreased 10.3% from January 2024 (117/105). Amy mentioned that last year's statistics were higher due to the extra Centennial events.

b. Building Maintenance/Projects

- i. HVAC Unit (Circulation Desk Section): THE HVAC replacement cost was included in the approved FY25-26 Budget. Bornhoeft was informed. The unit is scheduled to be installed in May.
- ii. Staff Bathroom: The door hinges, door handle, and toilet handle system were all replaced in the staff bathroom.

c. Library Personnel:

- i. Professional Development
 1. Meetings: Library staff participated in 5 meetings (11 hours) in January. This included the quarterly Delegates Assembly, which Amy attended remotely.
 2. Training:
 - a. January - The staff completed 1 training session in December. (Social Media 101 – Crash Course for Library Marketers)
 - b. February –
 - i. Immigration Enforcement Training – The director and assistant director both attended training sessions on immigration enforcement in February. This information was shared with the staff during Staff Development Day. Amy and Rachel are working on an Immigration Enforcement Plan. When completed, the document will be shared with the staff and additional training will be conducted.
 - ii. Quarterly Staff Development Day: Staff Development Day was held on February 5th. Topics included: Centennial Wrap-up, Winter Reading, and Immigration procedures.
 - iii. Meetings: Library staff participated in 5 meetings (11 hours) in December.
 - iv. ILA Noon Network Webinar Series – Amy has enrolled in a series of free continuing education courses provided by the Illinois Library Association. February topics include *Reach Out and Read Illinois Partnership*, *Planning for a Referendum*.

- v. iLEAD Trustee Training Portal Training – Amy completed the online training on February 8th – along with trustees Bev Reese and Bruce Boyd. She asked the remaining trustees to please sign up for an upcoming training prior to the March board meeting.
- ii. Job Vacancies –
 - 1. Communications Clerk - Amy will complete phone interviews this week and begin to schedule in-person interviews. She hopes to have the position filled by the beginning of March.
 - 2. Communications Manager – Shaniece Payne has resigned from her position as the Communications Manager. Her last day was January 29th. Amy will begin hiring for that position as soon as the Communication Clerk position has been filled.

d. Annual Reports:

- i. 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. Amy completed the Silvis and Rock River Per Capita Reports prior to the deadline.
- ii. 2025 Per Capita Grant Requirements – 2025 Requirements have not been posted. However, Amy does not anticipate any changes. She will continue to monitor the website and, if the requirements *do* change, she will inform the board.
- iii. 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.
- iv. 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.
- v. Illinois Public Library Annual Report (IPLAR) –
 - 1. For municipal libraries, including the Silvis Public Library, the deadline to complete the Illinois Public Library Annual Report is 60 days after the expiration of the fiscal year (July 1, 2025).
 - 2. For district libraries, including the Rock River Library District, the deadline to complete the Illinois Public Library Annual Report is September 1st of each year, a report shall be filed with the Illinois State Librarian.

e. Trustee Training Opportunities

- i. iLEAD Trustee Learning Portal – The *iLEAD Trustee Learning Portal*, is an interactive online resource created especially for Illinois public library trustees. The easily accessible, interactive online portal uses short, self-paced lessons, readings, and activities to provide trustees with the knowledge, requirements, and resources they need as board members. Funding for the iLEAD portal was provided by the Illinois State Library. All trustees should have an account by the March meeting.
- ii. ILA Trustee Forum Spring Webinars - The Trustee Forum is offering virtual spring webinars throughout Spring 2025.
 - 1. <https://www.ila.org/events/library-trustee-forum-spring-webinars>
 - 2. Topics include:
 - a. *Sustainability: A Core Value of Libraries* (March 8th)

- b. *Social Media Guidance for Library Trustees* (April 12th)
- c. *Belonging in Community: How Libraries and Library Trustees Build Belonging in Community* (May 10th).
- 3. Participants can attend one, two, or all three sessions.
- 4. Cost is \$20 each or 3 classes for \$50.
- 5. The recordings will be available to participants after each session.
- 6. If interested in any of the webinars, trustees should reach out to the library director.
- iii. ATLAS Annual Library Trustee Workshop - ATLAS is hosting their *Annual Library Trustee Workshop* on Saturday, May 17, from 10:00am-12:00pm at Orland Park Public Library. The cost is \$20 for ATLAS members, \$25 for non-members. Eventbrite registration fees not included. If interested in attending this workshop, trustees should reach out to the library director.

f. **2025 Bingo Fundraiser** – The Annual Bingo Fundraiser will be held on Saturday, August 9th from 6-8p. Amy asked the trustees to volunteer. Room Setup will be on August 8th from 10a to 4p. Volunteers are also needed on the day of the event from 5p to 9p.

8. **Trustee Continuing Education (Meaghan Terry):** Meaghan presented on Book Joy with Elders and discussed implementing this in her workplace by taking children to assisted living communities for reading and other related activities. A suggestion was made to implement this in the library programs.

9. **Friends of the Library/Royal Neighbors:** The Friends and Royal Neighbors will meet tomorrow, February 11th at 1pm. Officer Elections, the Good Friday Bake Sale, and Spring Programming Requests will be discussed.

10. Unfinished Business for Discussion and Possible Action:

a. **APPROVE – Budget Meeting Minutes**

A motion was made to approve the January 13th Budget Committee Minutes as presented.

Motion: Bev Reese Second: Amanda Watson

Unanimously Approved.

b. **APPROVE – Personnel Policy**

A motion was made to approve the Personnel Policy as presented.

Motion: Bruce Boyd Second: Bev Reese

Unanimously Approved.

1. New Business for Discussion and Possible Action:

a. **Serving the Public 4.0 (Chapter 1: Core Standards)** - Chapters 1 discusses library standards that all Illinois public libraries should work daily to uphold:

- Essential Service Standards
 1. operate in compliance with Illinois library law
 2. have an organized collection of information
 3. have written library policies approved by the library's governing body
 4. have a fixed location(s) with posted regular hours of services
 5. have trained, paid staff to manage the collection and provide access to it
 6. be supported in part or in whole by public funds
 7. have an identifiable library materials budget
- Core Standards – Core Standards are basic services that have been enhanced and defined. In total, there are 23 Core Standards.
 1. The library meets all Essential and Core Standards.

- b. **Serving the Public 4.0 (Chapter 2: Governance and Administration)** - Chapter 2 discusses Governance and Administration Standards. The library meets all standards.
- c. **Trustee Facts File (Chapter 2: Orientation for New Trustees):** The library board, along with the Director, discussed Chapter 2, which is split into two sections. The first section is for new trustees and the second is for anyone responsible for trustee orientation. It also included a brief history of public libraries and a list of orientation activities and materials.
- d. **Discuss Library Director Job Description:** Amy presented the Library Director Job Description without any suggested changes. The board did not find any changes necessary.
- e. **Discuss Freedom of Information Act Guide and Request Form** - Amy is working on a draft FOIA Guide and FOIA Request Forms. This will be discussed again at the March meeting.
- f. **Discuss FY25-26 Rock River Library District Contract** – Amy presented the board with the draft FY25-26 Rock River Contract. The contract will be voted on at the March 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"> • Annual Reports (ILLINET, Certification, IPLAR) • Building Maintenance/Projects • Winter Reading Program • Trustee Continuing Education (Bruce) • iLEAD Trustee Training Portal • Serving Our Public 4.0 (Chapter 3) • Serving Our Public 4.0 (Chapter 4) • Trustee Facts File (Chapter 3) • | <ul style="list-style-type: none"> • Policy Review (_____) • Job Description (_____) • Immigration Enforcement Plan • FOIA Guide and Request Cards • RRLD Contract – APPROVE • Nomination of Officers • Anything else? |
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Items to be discussed at future meetings

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| <ul style="list-style-type: none"> • Facility Systems list (with maintenance operations) • Building Maintenance/Repair Checklist • Capital Asset Plan | <ul style="list-style-type: none"> • Centennial FINAL REPORT • Website Redesign • Strategic Planning Update |
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14. Adjournment - The meeting adjourned at: 6:36 pm.

Respectfully Submitted, Amanda Watson

