



Silvis Public Library Board of Trustees

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

1. Call to Order: Beth Tepen called the meeting to order at 6:00pm.

2. Roll Call:

In-Person Attendance:

Trustees: Beth Tepen, Bruce Boyd, Gloria Douglas, Amanda VanOpdorp, Katy Henderson, Bev Reese, Ivy Pittman-Outen (arrived after the Consent Agenda votes)

Staff: Amy Fry

Absent: Amanda Watson, Meaghan Terry

3. Public Comment: NONE

4. Vote to Establish Consent Agenda:

Beth Tepen asked Bev Reese to read the Consent Agenda dated Monday, March 10th, 2025. Bev read the Consent Agenda.

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

Motion: Bruce Boyd Second: Amanda VanOpdorp

Trustee, Bev Reese, requested a Roll Call Vote, ending with the Board President.

Bruce Boyd – YES
Gloria Douglas – YES
Katy Henderson – YES
Ivy Pittman-Outen – LATE (NO VOTE)
Bev Reese - YES

Beth Tepen – YES
Amanda VanOpdorp – YES
Amanda Watson - ABSENT
Meaghan Terry – ABSENT

There were 6 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the *Consent Agenda dated March 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: Glora Douglas Second: Katy Henderson

Trustee, Bev Reese, requested a Roll Call Vote, ending with the Board President.

Bruce Boyd – YES
Gloria Douglas – YES
Katy Henderson – YES
Ivy Pittman-Outen – LATE (NO VOTE)
Bev Reese - YES

Beth Tepen – YES
Amanda VanOpdorp – YES
Amanda Watson - ABSENT
Meaghan Terry – ABSENT

There were 6 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the *Consent Agenda dated March 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. February 2025 Statistics:

- i. February 2025 Registration Statistics
 1. New Patrons decreased 46.7% from February 2024 (30/16).
 2. Renewals increased 42.2% from February 2024 (13/19).
 3. Total Active cards increased 7% from February 2024 (2753/2947).
- ii. February 2025 Circulation Statistics
 1. Physical materials – checkouts increased 1.3% from February 2024 (1714/1736).
 2. E-material – checkouts were down 11% from February 2024 (645/574).
- iii. February 2025 Programming Statistics
 1. Active Stats (In-Person/Virtual) – Attendance decreased 61.8% from February 2024 (552/211). Amy mentioned that last year's statistics were higher due to the extra Centennial events.
 2. Passive Stats (Self-Guided/Virtual) – Participation increased 49.2% from February 2024 (177/264).

b. Building Maintenance/Projects

- i. HVAC Unit (Circulation Desk Section): Bornhoeft Heating & Air Conditioning placed the order for the unit. The unit is scheduled to be installed in May.
- ii. Bathroom Plumbing – B&B Drain Tech snaked all pipes in the bathrooms, due to a backup. They are all working again.

c. Library Personnel:

- i. Professional Development
 1. Meetings: Library staff participated in 6 meetings (7 hours) in February.
 2. Interviews: Amy completed 28 phone interviews. Rachel completed 2 phone interviews. Amy and Rachel completed 10 in-person interviews. Rachel completed 14 reference checks.
 3. Training:
 - a. Staff Development Day – Held on February 5th. Topics included: Centennial Wrap-up, Winter Reading, and Immigration procedures.
 - b. 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.
 - c. Additional Training – Amy completed 11 additional training sessions. Rachel completed 1 additional training session.
- ii. Job Vacancies –
 1. Communications Clerk – Alyssa Epperly was hired as the Communications Clerk. Her first day was March 3rd.
 2. Communications Manager – Cassie Hall has accepted the Communications Manager position. She will start on March 18th.
 3. Youth Services Coordinator – Amy informed the board that she is in the process of reviewing applicants for the Youth Services Coordinator position. Phone interviews begin tomorrow.

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. 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. 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. Amy asked that any board members who do not have an account to get one asap. She also asked that they sign up for a tutorial. Registration information was previously emailed to all trustees.
- f. 2025 Winter Reading Report** – Amy discussed this year’s Winter Reading Statistics with the board. Adult and Teen registration increased from 2024. Children’s registration decreased, as did program attendance.
- g. 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. Friends of the Library/Royal Neighbors: The Friends and Royal Neighbors met on February 11th at 1pm. Officer Elections were completed. All Spring Programming Requests were approved. The Good Friday Bake Sale was discussed.

9. Trustee Continuing Education (Bruce Boyd): Bruce presented on banned books, censorship, and artificial intelligence. He also reminded the board that April 6th-12th is National Library Week.

10. Unfinished Business for Discussion and Possible Action:

- a. **Immigration Enforcement Plan** – Rachel received policies and forms from three other PrairieCat libraries to help guide our plan. She hopes to have our plan completed prior to the April board meeting. However, it may take longer, because she has three new employees to train as well.
- b. **FOIA Guide and Request Sheets** – As discussed at the February meeting, Amy is creating a FOIA Guide and Request Sheets. She hopes to have this completed by the May meeting.

c. APPROVE – FY25-26 Rock River Library District Contract

A motion was made to approve the FY25-26 Rock River Library District Contract as presented.

Motion: Bev Reese Second: Ivy Pittman-Outen

Trustee, Bev Reese, 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 - ABSENT
Meaghan Terry – ABSENT

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 Rock River Library District Contract, was approved.*

Unanimously Approved.

11. New Business for Discussion and Possible Action:

- a. **Serving the Public 4.0 (Chapter 3: Personnel)** - Chapter 3 discusses personnel standards that all Illinois public libraries should work daily to uphold. This includes having qualified staff that are paid competitive salaries.
- Essential Personnel Standards
 1. Board Approved Personnel Policy – Policy was reviewed last month.
 2. Sufficient Staffing Level – We are currently hiring staff. We should be fully staffed by April.
 3. Job Descriptions/Salary Schedule – Our Descriptions and schedule is reviewed annually.
 4. Comply with Equal Employment Opportunity Commission guidelines and Americans with Disabilities Act – We are in compliance.
 5. Competitive Salaries – Staff should be paid a fair and equitable salary.
 - a. The library should hire a company to complete a marketing benchmarking study with pay ranges. If this is not in the library’s budget, the library should ask their library system for guidance.
 - b. We have worked to increase salaries over the last 6 years; however, Amy thinks we are still lower than average. The library will reach out to the library system for guidance.
 6. Staff Orientation and training – We meet these standards
 7. Staff Evaluations (Annually) – Amy completes staff evaluations. The Board completes the Director’s evaluation.
 8. Staff Continuing Education – Staff attend training, meetings, and conferences to grow their library knowledge. We meet these standards
 9. Professional Literature – Staff have access to Booklist Reader and ILA Reporter.
 10. Trustees are aware of statues and regulations – These have been presented to the trustees.
 11. Library complies with state and federal laws and codes for library operations – We comply with this standard.
- b. **Serving the Public 4.0 (Chapter 4: Access)** - Chapter 4 discusses Access standards. A library should offer a physical location that is comfortable and inviting to all ages. It should include comfortable seating, study and meeting areas for individuals and groups, and youth spaces for children and teens. The library meets all standards and checklist items.
- c. **Trustee Facts File (Chapter 3: Board Orientation):** The library board, along with the Director, discussed Chapter 3, Board Organization. This chapter focuses on the board’s collective responsibilities and the organizational means available to execute those responsibilities. Bylaws, the Open Meetings Act, Executive Sessions, officers of the board, committees, and agendas were discussed.

- d. **Job Description Review (Assistant Director):** Amy presented the Assistant Director Job Description without any suggested changes. The board did not find any changes necessary.
- e. **Policy Review (Surplus Property)** – Amy presented the Surplus Property Policy without any suggested changes. The board did not find any changes necessary.
- f. **Nomination of Officers – Due to the absence of the board president and secretary,** nominations were tabled until the April Meeting. Elections will be held during the May meeting.

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

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

- Annual Reports (ILLINET, Certification, IPLAR)
- Building Maintenance/Projects
- Trustee Continuing Education (iLEAD Trustee Training Portal)
- Serving Our Public 4.0 (Chapter 5)
- Trustee Facts File (Chapter 4)
- Policy Review (_____)
- Job Description (_____)
- Immigration Enforcement Plan
- FOIA Guide and Request Cards
- Nomination of Officers
- Anything else?

Items to be discussed at future meetings

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

14. Adjournment - The meeting adjourned at: 6:55pm.

Respectfully Submitted, Bev Reese

