



Silvis Public Library Board of Trustees

Regular Board Meeting
Monday, May 12th, 2025, 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, Beth Tepen, Amanda VanOpdorp,
Amanda Watson, Meaghan Terry

Staff: Amy Fry

Absent: Bev Reese, 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, May 12th, 2025.
Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, May 12th, 2025.

Motion: Amanda VanOpdorp Second: Beth Tepen

Trustee, 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 - absent

Beth Tepen – yes
Amanda VanOpdorp – yes
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 May 12th, 2025 was established.*

5. **Vote to Approve Items on the Consent Agenda:**

A motion was made to approve the Consent Agenda as presented.

Motion: Amanda VanOpdorp Second: Katy Henderson

Trustee, 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 - absent

Beth Tepen – yes
Amanda VanOpdorp – yes
Amanda Watson -yes
Meaghan Terry –yes

There were 7 votes in the affirmative and 0 votes in the negative. There was a two-third vote in the affirmative and the *Consent Agenda dated May 12th, 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. April 2025 Statistics:

- i. April 2025 Registration Statistics
 - 1. New Patrons increased 45.8% from April 2024 (24/35)
 - 2. Renewals increased 60% from April 2024 (15/24)
 - 3. Total active cards decreased 0.5% from April 2024 (2814/2829)
- ii. April 2025 Circulation Statistics
 - 1. Physical materials – checkouts decreased 2.3% from April 2024 (1993/1947)
 - 2. E-material – checkouts decreased 0.4% from April 2024 (569/567)
- iii. April 2025 Programming Statistics
 - 1. Active Stats (In-Person/Virtual) – Attendance increased 25.2% from April 2024 (338/423). Amy mentioned this year's statistics were higher due to Kite Day.
 - 2. Passive Stats (Self-Guided/Virtual) – Participation decreased 83.8% from April 2024 (733/119). Amy noted that last year's Centennial events and solar eclipse accounted for the higher statistics in 2024.

b. Building Maintenance/Projects

- i. HVAC Unit (Circulation Desk Section): Bornhoeft has ordered the unit. The unit is scheduled to arrive mid-May.
- ii. Website: Now that the library is fully staffed again, Amy hopes to continue the website redesign by June.

c. Library Personnel:

- i. Professional Development
 - 1. Meetings: Library staff participated in 6 meetings in April.
 - 2. Training: Amy completed 5 online training sessions. Cassie completed 3 training sessions. Alyssa completed 1 training session. Noah completed 6 training sessions.
- ii. Job Vacancies - All vacancies have been filled. Noah Hill began as the Youth Services Coordinator on April 24th.

d. Annual Reports:

- i. FY 24-25 Revenue & Expense Report: Final numbers were not available in time to prepare the report for the May meeting. The report will be presented at the June meeting.
- ii. 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.
- iii. 2026 Per Capita Requirements: In 2026, Illinois libraries seeking Public Library Per Capita and Equalization Grants will need to ensure they meet the requirements outlined in 75 ILCS 10/8.1, 23 Ill. Adm. Code 3030.110, 23 Ill. Adm. Code 3035.115, and 23 Ill. Adm. Code 3035.135. This includes demonstrating that they are either meeting or making progress towards meeting the Illinois Library standards as most recently adopted by the Illinois Library Association. Libraries must also adopt the American Library Association's Library Bill of Rights and submit the most recently required Illinois Public Library Annual Report (IPLAR).

- e. **Centennial Final Report:** Rachel intends to have staff training completed by June. As soon as this is complete, she will restart her work on the Centennial Final Report. Amy will update the board in June.
- f. **Strategic Planning Update:** This project needs to be completed by Amy, Rachel and Cassie. In June, after completing the remaining new staff training, the management team will begin work on this.
- g. **2025 Kite Day:** The library participated in Kite Day, hosted by the City of Silvis and Silvis Mainstreet. The library hosted a craft table and bubble station. The bubble station supplies were covered by the Friends group. 200 children participated.
- h. **2025 Summer Reading Program:** The all-ages program will run from June 1st –July 31st. The Kickoff Event will be held on Monday, June 2nd. Face painting and balloon twisting will be available from 9am to 11pm.
- i. **2025 Hispanic Heritage Festival:** This year's event will be hosted by the City of Silvis on Saturday, September 13th. The library will host a smaller version of last year's Kids Zone.
- j. **2025 Bingo Fundraiser:** The date of this year's Bingo Fundraiser has been moved back to November 22nd.
- k. **IMLS Funding Changes:** Amy discussed the anticipated changes to the IMLS funding which will impact the Silvis Library in several areas. Amy will continue to update the board when new information becomes available. She encouraged the board members to continue advocating for the library. She mentioned calling local/state/federal representatives, writing the local newspaper, and encouraging friends and neighbors to get a library card.
- l. **Trustee Continuing Education (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 any board members who do not have an iLEAD account to get one ASAP. She also asked that they sign up for a tutorial. Registration information was previously emailed to all trustees. If all trustees have accounts, Amy will do a live demonstration in June.

8. Friends of the Library/Royal Neighbors: The Friends did not meet in April. The Good Friday Bake Sale was held on Friday, April 18th from 10am-3pm. The Friends will meet again tomorrow at 2pm.

9. 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 June board meeting. However, it may take longer because she is still completing new staff training.
- b. **FOIA Guide and Request Sheets:** Amy is creating a FOIA Guide and Request Sheets. She hopes to have this completed by the June meeting.
- c. **Election of Officers:** A motion was made to elect Katy Henderson as President, Amanda VanOpdorp as Vice President, and Amanda Watson as Secretary.
Motion: Gloria Douglas Second: Bruce Boyd
 Meaghan Terry opened the floor to discussion.
Unanimously Approved.

- d. **FOIA and OMA Certification:** There are new instructions this year, so Amy printed them out for each board member who is required to complete it. This will be discussed again in June. Meaghan Terry will remain a trustee for another term. The library director is required to complete both training sessions annually. Amy hopes to have these completed by June.

10. New Business for Discussion and Possible Action:

- a. **Serving the Public 4.0 (Chapter 6: Safety)** Chapter 6 of Serving the Public 4.0 was discussed. The library meets all standards.
- b. **Trustee Facts File (Chapter 5: Policymaking)** Chapter 5 discusses policymaking. It explains the difference between policies and procedures, discusses crafting and codifying policies, reviewing and updating policies, and provides a list of policy areas.
- c. **Job Description Review (Library Director):** Amy presented the Library Director job description without any suggested changes. The board did not find any changes necessary.
- d. **Circulation Policy Review:** A motion was made to approve the Circulation Policy as presented.
Motion: Amanda VanOpdorp Second: Bruce Boyd

Trustee, 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 - absent

Beth Tepen – yes
Amanda VanOpdorp – yes
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 *Circulation Policy was approved.*

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

12. Items to be placed on next month's agenda:

- Annual Reports (IPLAR)
- Building Maintenance/Projects
 - HVAC
 - Website
- Trustee Continuing Education (ILEAD PORTAL)
- Friends/RN Meeting Update
- Serving the Public 4.0 (Chapter 7)
- Trustee Facts File (Chapter 6)
- Policy Review (_____)
- Job Description (_____)
- Programming (SRP, HHF, BINGO)
- Immigration Enforcement Plan
- FOIA Guide and Request Cards
- FOIA/OMA Certification
- IMLS Funding Update
- Review Closed Session Minutes (Bi-Annually)
- Non-Resident Card Program
- FLSA Salary Threshold Update
- FY 24-25 Revenue and Expense Report
- Centennial Final Report
- Strategic Planning Update
- Anything else?

Items to be discussed at future meetings:

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

13. Adjournment - The meeting adjourned at: 6:25 pm.

Respectfully Submitted, Amanda Watson

