



Silvis Public Library Board of Trustees

Regular Board Meeting
Monday, July 14th, 2025, 6:00 pm
806 1st Avenue, Silvis, IL 61282

1. **Call to Order:** Katy Henderson called the meeting to order at 6:03 pm.

2. **Roll Call:**

In-Person Attendance:

Trustees: Bruce Boyd, Gloria Douglas, Ivy Pittman-Outen, Bev Reese, Beth Tepen, Amanda VanOpdorp, Amanda Watson, Katy Henderson

Staff: Amy Fry

Absent: Meaghan Terry

3. **Public Comment:** NONE

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

President, Katy Henderson, asked the secretary to read the Consent Agenda dated Monday, July 14th, 2025. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, July 14th, 2025.

Motion: Ivy Pittman-Outen Second: Bruce Boyd

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

Bruce Boyd – yes
Gloria Douglas – yes
Ivy Pittman-Outen – yes
Bev Reese - yes
Beth Tepen – yes

Amanda VanOpdorp – TARDY
Amanda Watson - yes
Meaghan Terry – ABSENT
Katy Henderson - 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 July 14th, 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: Bruce Boyd

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

Bruce Boyd – yes
Gloria Douglas – yes
Ivy Pittman-Outen – yes
Bev Reese - yes
Beth Tepen – yes

Amanda VanOpdorp – yes
Amanda Watson - yes
Meaghan Terry – ABSENT
Katy Henderson - 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 July 14th, 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. **May 2025 Statistics:**

i. May 2025 Registration Statistics

1. New Patrons stayed the same as May 2024 (36/36).
2. Renewals were the same as May 2024 (21/21).
3. Total Active cards increased 8.6% from May 2024 (2638/2866).

- ii. May 2025 Circulation Statistics
 - 1. Physical materials – checkouts decreased 10.6% from May 2024 (1931/1727).
 - 2. E-material – checkouts decreased 4.6% from May 2024 (613/585).
- iii. May 2025 Programming Statistics
 - 1. Active Stats (In-Person/Virtual) – Attendance decreased 89.3% from May 2024 (2226/239). Amy noted that the significant decrease is due to the lack of Centennial events and school visits in 2025. The library did not have a Youth Services Coordinator in time to host Summer Reading Program school visits.
 - 2. Passive Stats (Self-Guided/Virtual) – Participation increased 80.9% from May 2024 (157/284). The increase was largely due to high patron participation in the Pet Month Contest.

b. June 2025 Statistics:

- i. June 2025 Registration Statistics
 - 1. New Patrons decreased 37.3% from June 2024 (67/42).
 - 2. Renewals decreased 12.5% from June 2024 (40/35).
 - 3. Total Active cards increased 7.6% from June 2024 (2697/2901).
- ii. June 2025 Circulation Statistics
 - 1. Physical materials – checkouts increased 0.7% from June 2024 (2298/2314).
 - 2. E-material – checkouts decreased 8.4% from June 2024 (730/669).
- iii. June 2025 Programming Statistics
 - 1. Active Stats (In-Person/Virtual) – Attendance decreased 42.6% from June 2024 (1121/643). Amy noted that the significant decrease is due to the lack of Centennial events.
 - 2. Passive Stats (Self-Guided/Virtual) – Participation increased 8.7% from June 2024 (115/125).

c. Building Maintenance/Projects

- i. HVAC Unit (Circulation Desk Section): The unit was installed on June 5th. The invoice has been added to the June bill sheet. Money will come from library savings (approved by the board in the FY25-26 Budget).
- ii. Automatic Sliding Doors: The interior vestibule doors had to be repaired. A new belt was installed and wiring was updated.
- iii. Website: Amy had a zoom meeting with the website designer in July. She will update the board again next month.
- iv. Computer Chairs: Amy purchased 6 computer chairs for the patron computers and 2 staff computer chairs on Amazon Prime Day. They should arrive this month.

d. Library Personnel:

- i. Professional Development
 - 1. Meetings:
 - a. May: Library staff participated in 4 meetings in May.
 - b. June: Library staff participated in 3 meetings in June.
 - 2. Training:
 - a. May: Amy, Rachel, Cassie, Minda, Noah, Connie, Alyssa, and Taylor all participated in Staff Development Day. Summer Reading was the main topic of discussion.
 - b. June: Amy participated in 13 training sessions in June. They focused on Collection Development.

e. Annual Reports:

- i. FY 24-25 Revenue & Expense Report: Final numbers were not available in time to prepare the report for the July meeting. Amy hopes to have the numbers by the August 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). Amy completed the Silvis IPLAR prior to the deadline.
 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.
- f. **Centennial Final Report:** Rachel has completed most of the staff training. As soon as Summer Reading is complete, she will restart her work on the Centennial Final Report. Amy will update the board in September.
- g. **Strategic Planning Update:** This project needs to be completed by Amy, Rachel, and Cassie. In August, after Summer Reading wraps up, the management team will begin work on this.
- h. **2025 Summer Reading:** Summer Reading Kickoff was held on Monday, June 2nd. Facepainting and Balloon Twisting were available from 9am to 11am. 168 patrons attended. Summer Reading runs through July 31st. The Sendoff event will be held on Thursday, July 31st.
- i. **2025 Silvis 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. Rachel has reached out to the City to find out more information about meetings and volunteer needs. Amy will update the board again in August.
- j. **2025 Bingo Fundraiser** – The date of this year's Bingo Fundraiser has been moved back to November 22nd. Rachel, Minda, Alyssa, and Cassie are working on donation requests now.
- k. **IMLS Funding Changes** – On June 6th, a Federal Judge declined to block the efforts to dismantle the Institute of Museum and Library Services. This allows the agency cuts to proceed. The ALA (along with over 20 states) are continuing their lawsuit to stop IMLS from being shuttered. The next step is the United States District Court for the District of Columbia. Amy will update the board of any changes in August.
- 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 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. If all trustees have accounts, Amy will do a live demonstration in August.

8. Friends of the Library/Royal Neighbors: The Friends met in May. They sponsored all quarterly library event requests, the annual movie licensing agreement, the ReaderZone app for Summer Reading, museum pass purchases, and programming supplies. The total amount sponsored was roughly \$3,000.00. They did not meet in June or July.

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 completed the rough draft in July. Amy and Rachel will work together to prepare the final document.
- b. **FOIA Guide and Request Sheets** – Amy is creating a FOIA Guide and Request Sheets. She hopes to have this completed by the August meeting.
- c. **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.
 - All trustees who need to will complete the certification prior to the August meeting.

10. New Business for Discussion and Possible Action:

- a. **Serving the Public 4.0**
 - i. **Chapter 7: Collection Management** - Chapters 7 of Serving the Public 4.0 was discussed. The library meets all standards on the Collection Management checklist.
 - ii. **Chapter 8: System Member Responsibilities and Resource Sharing** - Chapters 8 of Serving the Public 4.0 was discussed. The history of Illinois library systems and resource sharing. The library meets all standards on the System Member Responsibilities and Resource Sharing standards and checklist.
- b. **Trustee Facts File**
 - i. **Chapter 6: Intellectual Freedom** - Chapter 6 discusses the important role libraries play in providing public access to information. Collection Development, Material Challenges, Patron Internet Access, and Patron's Rights to Privacy were discussed in detail.
 - ii. **Chapter 7: Planning** - Chapter 7 discusses strategic, or long-term, planning.
- c. **Job Description Review (Custodian):** Amy presented the Custodian Job Description without any suggested changes. The board did not find any changes necessary.
- d. **Collection Acquisition & Development Policy Review:** A motion was made to approve the Collection Acquisition & Development Policy as presented.
Motion: Gloria Douglas Second: Bev Reese

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

Bruce Boyd – yes
 Gloria Douglas – yes
 Ivy Pittman-Outen – yes
 Bev Reese - yes
 Beth Tepen – yes

Amanda VanOpdorp – yes
 Amanda Watson - yes
 Meaghan Terry – ABSENT
 Katy Henderson - 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 *Collection Acquisition & Development Policy, was approved.*

- e. **FOIA and OMA Requirements:** The Library Director is required to complete both training sessions annually. Amy hopes to have these completed by August.
- f. **Discuss FLSA Salary Threshold:** The FLSA Salary Threshold changes were discussed. In 2025, the threshold for salaried pay was scheduled to increase to \$58,656. However, a federal judge struck this down. It has now reverted back to the 2023 threshold, which is \$ \$35,568 per year.
- g. **Discuss Non-Resident Card Program** - A motion was made to *not* participate in the "Non-Resident Fee Program"
Motion: Katy Henderson Second: Amanda VanOpdorp

Katy Henderson opened the floor up for discussion. Amy reminded the trustees that they must vote on the status of a non-resident card program annually and then she is required to inform the State Library by the June 30th deadline. She also reminded the trustees that the library does not have any unserved areas that are adjacent to the library taxing area.

Unanimously Approved. The board voted NOT to participate in the Non-Resident Card Program.

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

13. Items to be placed on next month's agenda

- Annual Reports (IPLAR)
- Building Maintenance/Projects
 - Website
 - Others?
- Trustee Continuing Education (iLEAD Portal)
- Friends/RN Meeting Update
- Serving Our Public 4.0 (Chapter 9)
- Trustee Facts File (Chapter 8)
- Two Policy Reviews (_____)
- Two Job Descriptions (_____)
- Programming (SRP, Senior Fair, HHF, Tunk or Treat, BINGO)
- Immigration Enforcement Plan
- FOIA Guide and Request Cards
- FOIA/OMA Certification
- IMLS Funding Update
- **Review Closed Session Minutes (Bi-Annually)**
- FY24-25 Revenue and Expense Report
- Centennial FINAL Report
- Strategic Planning Update
- Levy Letter – Draft
- City Council Presentation (Year in Review)
- Anything else?

Items to be discussed at future meetings

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

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

Respectfully Submitted, Amanda Watson

