



Silvis Public Library Board of Trustees

Regular Board Meeting

Monday, August 11th, 2025, 6:00 pm

806 1st Avenue, Silvis, IL 61282

1. Call to Order: Katy Henderson called the meeting to order at 6:01 pm.

2. Roll Call:

In-Person Attendance:

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

Staff: Amy Fry

Absent: Meaghan Terry, Bruce Boyd

3. Public Comment: NONE

4. Vote to Establish Consent Agenda:

President, Katy Henderson, asked the secretary to read the Consent Agenda dated Monday, August 11th, 2025. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, August 11th, 2025.

Motion: Bev Reese Second: Gloria Douglas

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

Bruce Boyd – ABSENT
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 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 August 11th, 2025, was established.*

5. Vote to Approve Items on the Consent Agenda:

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

Motion: Ivy Pittman-Outen Second: Bev Reese

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

Bruce Boyd – ABSENT
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 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 August 11th, 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. July 2025 Statistics:

- i. July 2025 Registration Statistics
 - 1. New Patrons increased 128.6% from July 2024 (42/96).
 - 2. Renewals increased 47.6% from July 2024 (21/31).
 - 3. Total Active cards increased 9.7% from July 2024 (2739/3005).
- ii. July 2025 Circulation Statistics
 - 1. Physical materials – checkouts decreased 2.8% from July 2024 (2468/2400).
 - 2. E-material – checkouts decreased 11.9% from July 2024 (749/660).
- iii. July 2025 Programming Statistics
 - 1. Active Stats (In-Person/Virtual) – Attendance decreased 31.3% from July 2024 (1279/879). Amy noted that the significant decrease is due to the lack of Centennial events.
 - 2. Passive Stats (Self-Guided/Virtual) – Participation increased 59.2% from July 2024 (529/842).

b. Building Maintenance/Projects: Amy is working on the website. She will update the board again in September.

c. Library Personnel:

- i. Professional Development
 - 1. July Meetings: Library staff participated in 7 meetings in July.
 - 2. July Training: Amy participated in 9 training sessions in July. 7 focused on Collection Development, 1 on programming, and 1 on library standards.
- ii. Job Opening: The Youth Services Coordinator has resigned. Amy will open up the position this week.

d. Annual Reports:

- i. Summer Reading Report: The report compares this year's Summer Reading statistics with those of 2024. However, due to the large number of Centennial events and paid promotions, it isn't a fair comparison. Amy is going to present another report next month that compares 2025 to 2023.
- ii. Illinois Public Library Annual Report (IPLAR): 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. Amy has begun the report and will have it completed ahead of the deadline.
- iii. FY 24-25 Revenue & Expense Report: Final numbers were not available from the City Auditor in time to prepare the report for the August meeting. Amy hopes to have the numbers by the September meeting.
- iv. City Council Annual Report: Amy is still waiting for the final numbers from the City Auditor for FY24-25. When those are available, she will begin preparing the City Council presentation. Amy will update the board when she has additional details.

e. Centennial Final Report: Due to the loss of a full-time employee in July, Rachel had to take on additional duties and was not able to restart her work on the Centennial Final Report. Amy will update the board in September.

- f. Strategic Planning Update:** This project needs to be completed by Amy, Rachel, and Cassie. Due to the loss of a full-time employee in July the staff were unable to begin working on the Strategic Plan Update. Amy will update the board in September.

g. Special Events:

- i. Senior Fair: The library is hosting a Senior Fair on August 23rd, at the McGehee Center. The Active Living Senior Fair is focused on how seniors can keep physically, mentally, and socially active. It's open to anyone in the Quad Cities and beyond. The Senior Fair includes local vendors, raffle prizes, and live music by the Quad City Ukulele Club.
 - ii. 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 attended a meeting with Main Street today. Amy will update the board at the September meeting.
 - iii. Trunk or Treat: Donation requests have been sent out, along with trunk requests. The library is scaling down this year. They will no longer provide hot dogs.
 - iv. 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.
- h. 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. All trustees have verified their accounts. Amy set up the laptop and showed the trustees the website's layout.

8. 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 are currently working together to prepare the final document. Amy hopes to present it in September.
- b. **FOIA Guide and Request Sheets** – Amy is creating a FOIA Guide and Request Sheets. She hopes to have this completed by the September 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.
 - These trustees still need to complete prior to the September meeting: Ivy Pittman-Outen, Gloria Douglas

9. New Business for Discussion and Possible Action:

- a. **Serving the Public 4.0 (Chapter 9 – Reference and Reader's Advisory):** Chapter 9 of Serving the Public 4.0 was discussed. Chapter 9 covers reference and reader's advisory services. The library meets all standards and complies with all items on both checklists.
- b. **Trustee Facts File Chapter 8 – Human Resources):** Chapter 8 focuses on Human Resources. Trustees' responsibilities regarding the hiring of a library director were discussed.

c. Job Description Review

- i. **Youth Services Coordinator:** Amy presented the Youth Services Coordinator job description without any suggested changes. The board did not find any changes necessary.
- ii. **Circulation Clerk:** Amy presented the Circulation Clerk job description without any suggested changes. The board did not find any changes necessary.

d. Policy Review

- i. **By-Laws:** Amy presented the By-Laws without any suggested changes. The board did not find any changes necessary.
 - ii. **Bloodborne Pathogen:** Amy presented the Bloodborne Pathogen Policy without any suggested changes. The board did not find any changes necessary.
- e. **Levy Letter Review:** Amy presented the Board with a draft of this year's levy letter. It will be voted on in September.

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

11. 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 10)
- Trustee Facts File (Chapter 9)
- Policy Review (_____)
- Job Description (_____)
- Programming (HHF, Tunk or Treat, BINGO)
- Immigration Enforcement Plan
- FOIA Guide and Request Cards
- FOIA/OMA Certification
- City Council Presentation (Year in Review)
- IMLS Funding Update
- **Review Closed Session Minutes (Bi-Annually)**
- FY24-25 Revenue and Expense Report
- Centennial FINAL Report
- Strategic Planning Update
- Levy Letter – APPROVE
- Sexual Harassment Training
- Anything else

Items to be discussed at future meetings

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

12. Adjournment - The meeting adjourned at: 6:40 pm.

Respectfully Submitted, Amanda Watson

