



Silvis Public Library Board of Trustees

Regular Board Meeting
Monday, January 12th, 2026, 6:00 pm
806 1st Avenue, Silvis, IL 61282

The next board meeting will be held on Monday, February 9th, 2026, at 6:00 pm.

1. Call to Order: Katy Henderson called the meeting to order at 6:02 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, January 12th, 2026. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, January 12th, 2026.

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 January 12th, 2026, 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: Amanda VanOpdorp

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 January 12th, 2026, was approved.*

6. Approve Items Removed from the Consent Agenda: No items were removed from the Consent Agenda.

7. Director's Monthly Report:

a. November 2025 Statistics:

- i. November 2025
 1. Registration Statistics
 - a. New Patrons increased 20% from November 2024 (25/30).
 - b. Renewals decreased 20% from November 2024 (25/20).
 - c. Total Active cards increased 10.7% from November 2024 (2873/3179).
 2. Circulation Statistics
 - a. Physical materials – checkouts decreased 21.3% from November 2024 (1773/1395).
 - b. E-material – checkouts decreased 1.8% from November 2024 (611/600).
 3. Programming Statistics
 - a. Active Stats (In-Person/Virtual) – Attendance increased 1% from November 2024 (335/338).
 - b. Passive Stats (Self-Guided/Virtual) – Participation decreased 41% from November 2024 (156/92). Amy noted that the decrease can be attributed to the fact that we are no longer making takeaway kits.

b. December 2025 Statistics

- i. December 2025
 1. Registration Statistics
 - a. New Patrons increased 26.7% from December 2024 (15/19).
 - b. Renewals decreased 36.4% from December 2024 (22/14).
 - c. Total Active cards increased 10.9% from December 2024 (2885/3200).
 2. Circulation Statistics
 - a. Physical materials – checkouts decreased 11.3% from December 2024 (1439/1277).
 - b. E-material – checkouts decreased 10.2% from December 2024 (596/535).
 3. Programming Statistics
 - a. Active Stats (In-Person/Virtual) – Attendance increased 18.7% from December 2024 (855/695).
 - b. Passive Stats (Self-Guided/Virtual) – Participation decreased 81.4% from December 2024 (274/51). (We are no longer making takeaway kits)

c. Building Maintenance/Projects:

- i. Website: Amy is working on the website. She will update the board as it progresses.
- ii. Camera System: Finn AV & Solutions have started installing the wiring for the cameras and anticipate to be back to finish the wiring and install the cameras on Friday, January 16th.
- iii. Fire Alarm Coverage: Amy is trying to set a meeting to discuss rates this month.

d. Library Personnel:

- i. Professional Development
 1. Meetings: Library staff participated in 4 meetings in November. Library staff participated in 0 meetings in December.
 2. Trainings: Jason, Connie, Alyssa, Cassie, Minda, Catalina, and Tim completed the Sexual Harassment Training. Rachel completed budget report training with City Hall. Cassie completed a Palace Project App webinar. Amy participated in 10 additional training opportunities.
 3. Narcan Training: Illinois House Bill 1910 (HB1910) requires all public libraries operating under the Local Library Act to have naloxone (Narcan) readily available on-site. They must ensure that at least one staff member is trained to recognize and respond to opioid overdoses. Staff completed training at Staff Development Day.

4. Grant Training: Cassie is working with Bruce on a grant application for Penguin Random House that focuses on helping Friends of the Library groups.
 5. Legislative Meetup: Amy attended the 2025 Legislative meetup in November. She presented the board with a handout.
- ii. Staff/Trustee Contact Sheet: Amy has updated the staff and trustee contact sheet and has given a copy to all trustees and staff.
 - iii. Annual Reviews
 1. Staff Evaluations - All Staff have been given their self-evaluations. Amy is in the process of reviewing now.
 2. Director Evaluations – All Director Evaluations have been compiled by Rachel and presented to the board. The Board will review the director during closed session.

e. Annual Reports:

- i. FY 24-25 Revenue & Expense Report: Final numbers were not available in time to prepare the report for the meeting. Amy hopes to have the numbers by the February meeting.
 - ii. ILLINET – The ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey documents the library's interlibrary loan and reciprocal borrowing activity from July 1, 2024 through June 30, 2025, and must be completed by March 31, 2026.
 - iii. 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.
 - iv. 2025 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 2025 Per Capita Grant is due January 30, 2026.
- f. IMLS Funding Update:** Amy presented the board with an article from the ALA discussing the reinstatement of all Federal IMLS grants to libraries.

g. Special Events:

- i. Trunk or Treat: Trunk or Treat was held on Saturday, October 16th. Over 1500 participated.
- ii. 2025 Bingo Fundraiser – The date of this year's Bingo Fundraiser was held on November 22nd. This was our smallest Bingo fundraiser so far.
- iii. Christmas in Silvis – This was a MainStreet event. The library hosted a booth at the fire station. The library remained open for regular library services.
- iv. Winter Reading Kickoff – Winter Reading kicked off on Saturday, January 2nd. The Snow Sisters and Olaf were on hand. The library had several winter-themed craft stations.

8. Trustee Continuing Education: Amy presented the board with a handout from the ILEAD Training Portal discussing Director Reviews.

9. **Friends of the Library/Royal Neighbors** – The Friends have not meet. Their next meeting will be in February.

10. Unfinished Business for Discussion and Possible Action:

- a. **Immigration Enforcement Plan** – Amy presented the board with a Q&A handout from Ancel Glick.
- b. **FOIA and OMA Certification:** FOIA/OMA Training: Amy presented the trustees who need to complete OMA with a handout with the instructions for the new training. Ivy Pittman-Outen and Gloria Douglas completed this prior to the January meeting.
- c. **Sexual Harassment Training:** The Sexual Harassment Training for trustees and staff is now available. Amy printed out copies of it to each trustee at the October meeting. They were asked to read through the training and complete the certificate. Trustees were asked to return the certificate of completion to Amy by the end of December. All trustees have completed this.
- d. **APPROVE – FY26-27 Salary Matrix:** A motion was made to approve FY26-27 Salary Matrix.

Motion: Beth Tepen Second: Gloria Douglas

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 *FY26-27 Salary Matrix was approved.*

11. New Business for Discussion and Possible Action:

- a. **Illinois Public Library Standards (Topic 1: Access)** :Amy presented the board with the standards and checklist.
- b. **Trustee Facts File (Chapter 12: Advocacy):** Chapter 12 goes over trustee advocacy, specifically with government officials. If you did not read through this, please take it home and do so.
- c. **Job Description Review (Adult Services Coordinator):** The job description was presented. The board did not find any changes needed.
- a. **Closed Session: pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.**

A motion was made to adjourn to closed session pursuant to 5 ILCS 120/2(c)1 to discuss the director’s annual review.

Motion: Amanda VanOpdorp Second: Katy Henderson

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 trustees adjourned to closed session pursuant to 5 ILCS 120/2(c)1 at 6:25 pm.*

At 7:08 pm it was moved to return from closed session.

Motion: Ivy Pittman-Outen Second: Amanda Watson

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 trustees returned from the closed session discussion.*

- b. APPROVED – Director’s Review:** A motion was made to approve the Director’s goals for 2026, but to decide on salary during the regular budget committee meetings.

Motion: Katy Henderson Second: Amanda VanOpdorp

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 *2026 Director’s Goals were approved.*

- c. APPROVED – FY26-27 Board Meeting Schedule:** A motion was made to approve FY26-27 Board Meeting Schedule as presented.

Motion: Bev Reese Second: Bruce Boyd

Katy Henderson opened the floor up for discussion. Amy noted that the October 2026 meeting will need to be held on Tuesday, October 13th, due to Indigenous People’s Day.

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 *FY26-27 Board Meeting Schedule was approved.*

- d. Budget Committee:**

- **Meeting Update:** Amy discussed the draft budget.
- **Meeting Dates:** The committee will meet on February 2nd at 6pm.
- **Approval of January 5, 2026 budget meeting minutes**
Motion: Katy Henderson Second: Bev Reese
Budget meeting minutes were unanimously approved.

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

13. Items to be placed on next agenda

- Annual Reports
- Building Maintenance/Projects
 - Website
 - Camera System
 - Fire Alarm Coverage
- RRLD/Silvis Meeting Update
- IMLS Funding Update
- FY24-25 Revenue and Expense Report
- Trustee Continuing Education (iLEAD Portal)
- Friends/RN Update
- Policy Review (_____)
- Job Description (_____)
- Illinois Standards (Topic)
- Trustee Facts File (Chapter 13)
- FOIA Guide and Request Cards
- Sexual Harassment Training
- Begin Review of Per Capita Requirements
- Staff Evaluations
- Budget Committee
 - Meeting Update
 - Meeting Dates
- APPROVE BUDGET?
- Anything else?

Items to be discussed at future meetings

- Facility Systems list (with maintenance operations)
- Building Maintenance/Repair Checklist
- Capital Asset Plan
- City Council Presentation (Year in Review)
- Centennial FINAL Report
- Strategic Planning Update

12. Adjournment - The meeting adjourned at: 7:20 pm.

Respectfully Submitted, Amanda Watson

