

Silvis Board Meeting – Monday, May 8th, 2023, 6:00 PM
806 1st Avenue, Silvis, IL 61282 (Silvis Library - Programming Room)

1. Call to Order: Beth Tepen called the meeting to order at 6:09 pm.

2. Roll Call:

In-Person Attendance:

Trustees: Meaghan Terry, Bruce Boyd, Gloria Douglas, Alex Turkmani, Amanda VanOpdorp, Beth Tepen

Staff: Amy Fry

Virtual Attendance: Ivy Pittman-Outen

Absent: Bev Reese, Holly Landry

3. Public Comment: NONE

4. Vote to Establish Consent Agenda:

Board President, Beth Tepen asked Board Secretary, Alex Turkmani, to Read the Consent Agenda dated Monday, May 8th, 2023. Alex Turkmani read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, May 8th, 2023.

Motion: Meaghan Terry Second: Amanda VanOpdorp

The Board Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – Yes

Bev Reese - ABSENT

Bruce Boyd - Yes

Meaghan Terry – Yes

Gloria Douglas – Yes

Amanda VanOpdorp – Yes

Holly Landry – ABSENT

Beth Tepen – Yes

Ivy Pittman-Outen (Virtual) – 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 8th, 2023, was established.

5. Vote to Approve Items on the Consent Agenda:

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

Motion: Meaghan Terry Second: Bruce Boyd

The Board Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – Yes

Bev Reese - ABSENT

Bruce Boyd - Yes

Meaghan Terry – Yes

Gloria Douglas – Yes

Amanda VanOpdorp – Yes

Holly Landry – ABSENT

Beth Tepen – Yes

Ivy Pittman-Outen (Virtual) – 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 8th, 2023, was approved.

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

7. Director's Monthly Report:

April 2023 Statistics were presented. Registration and Circulation statistics were down from April 2022. Programming statistics were higher than April 2022.

Building Maintenance/Projects – Amy is gathering roof quotes. They will be discussed next month. The vestibule sealing will be completed by Public Works. Amy will update next month. Shed ramp will be created by Public Works. Metal Shelves are being installed. Tables, rug, smoke alarms, were also discussed. Amy created a Silvis Library logo.

Summer Reading 2023 – Summer Reading was discussed. The program runs from June 1st through July 31st, 2023.

Centennial Committee fundraising, history book revision, and event planning were discussed. The next meeting will be held July 10th at 5pm.

Amy attended 15 meetings, including the quarterly Delegates Assembly. E-Read Illinois and fees were approved.

Amy completed 30 training sessions, including a 6-week cataloging certification. Amy and Emma begin Sierra Cataloging training next week.

Annual Sexual Harassment Training is being completed by staff. Trustees will complete when it becomes available. Amy will complete her annual FOIA and OMA prior to the June meeting. Rachel and Amy will attend ILA in October, with the support of the Rock River Library District, who covered the cost of tickets for the pair.

Staff Vacations – Several staff members will be on vacation over the Summer. The June meeting will be held in-person, but Amy will attend virtually due to her vacation. Rachel will also be on vacation during that time. Staff, trustees, and City administrators will all have each other's contact information. Amy will be available by phone throughout her vacation and will be working remotely in the evenings. Emma and Katelynn will also have vacations soon. Additional employees have been scheduled to avoid staff shortage.

- 8. FY22-23 Revenue & Expense Report:** Amy presented the FY22-23 Revenue & Expense Report. The library added \$61,312.32 to savings.
- 9. Friends of the Library/Royal Neighbors:** The Friends and Royal Neighbors met on April 11th. They discussed membership, their annual review, the Good Friday Bake Sale, Birdies for Charity, and the Centennial Celebration. They meet again tomorrow.
- 10. Trustee Continuing Education Report [Alex Turkmani]:** Tabled until next month.
- 11. Unfinished Business for Discussion and Possible Action:**

A. Election of Officers

A motion was made to elect Meaghan Terry as President, Ivy Pittman-Outen as Vice President, and Alex Turkmani as Secretary.

Motion: Amanda VanOpdorp Second: Beth Tepen

Beth Tepen opened the floor up to discussion.

Unanimously Approved.

B. Discuss Decennial Committee Meeting Date: Amy suggested the first Decennial Meeting take place on May 24th at 5pm.

A motion was made to hold the first Decennial Meeting on May 24th at 5pm.

Motion: Beth Tepen Second: Meaghan Terry

Unanimously Approved.

C. Discuss Hiring Strategic Planner

A motion was made to hire Fast Forward Libraries LLC for Strategic Planning Services for \$15,700.00, with funds coming from savings.

Motion: Meaghan Terry Second: Amanda VanOpdorp

Beth Tepen opened up the floor for discussion.

The Board Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – Yes

Bev Reese - ABSENT

Bruce Boyd - Yes

Meaghan Terry – Yes

Gloria Douglas – Yes

Amanda VanOpdorp – Yes

Holly Landry – ABSENT

Beth Tepen – Yes

Ivy Pittman-Outen (Virtual) – ABSENT

There are 6 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and Fast Forward Libraries LLC was hired for Strategic Planning Services.

D. Discuss Purchase of Storytime Rug

A motion was made to purchase a storytime rug from Flagship Carpet for up to \$1000, with funds coming from library savings.

Motion: Alex Turkmani Second: Amanda VanOpdorp

The Board Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – Yes

Bev Reese - ABSENT

Bruce Boyd - Yes

Meaghan Terry – Yes

Gloria Douglas – Yes

Amanda VanOpdorp – Yes

Holly Landry – ABSENT

Beth Tepen – Yes

Ivy Pittman-Outen (Virtual) – ABSENT

There are 6 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the storytime rug purchase was approved, up to \$1000.00.

E. Discuss Purchase of Programming Tables

A motion was made to purchase eight tables from K-Log, Inc. for \$7,485.15.

Motion: Meaghan Second: Bruce Boyd

The Board Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – Yes

Bruce Boyd - Yes

Gloria Douglas – Yes

Holly Landry – ABSENT

Ivy Pittman-Outen (Virtual) – ABSENT

Bev Reese - ABSENT

Meaghan Terry – Yes

Amanda VanOpdorp – Yes

Beth Tepen – Yes

There are 6 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the table purchase was approved, for \$7,485.15.

F. Discuss Install and Purchase of Smoke Alarms: A quote for \$2,649.00 from Certasite was presented for the purchase and installation of 24 for smoke detectors. Amy suggested the board approve a bit higher, since the quote was from last year.

A motion was made to purchase smoke alarms from Certasite for up to \$4,000.00.

Motion: Alex Turkmani Second: Amanda VanOpdorp

The Board Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – Yes

Bruce Boyd - Yes

Gloria Douglas – Yes

Holly Landry – ABSENT

Ivy Pittman-Outen (Virtual) – ABSENT

Bev Reese - ABSENT

Meaghan Terry – Yes

Amanda VanOpdorp – Yes

Beth Tepen – Yes

There are 6 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the smoke alarm purchase was approved, for up to \$4,000.00.

G. Discuss Tobacco, Vape, Cannabis-Free Policy: Amy presented a proposed Tobacco, Vape, and Cannabis-Free Policy.

A motion was made to approve and enact the proposed Tobacco, Vape, and Cannabis-Free Policy.

Motion: Amanda VanOpdorp Second: Gloria Douglas

Unanimously Approved.

H. Discuss Addition of Electronic Meeting Procedures to Bylaws: A proposed addition of Electronic Meeting Procedures for the bylaws was presented.

A motion was made to amend the bylaws to include the proposed electronic meeting procedures.

Motion: Alex Turkmani Second: Gloria Douglas

The Board Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – Yes

Bruce Boyd - Yes

Gloria Douglas – Yes

Holly Landry – ABSENT

Ivy Pittman-Outen (Virtual) – ABSENT

Bev Reese - ABSENT

Meaghan Terry – Yes

Amanda VanOpdorp – Yes

Beth Tepen – Yes

There are 6 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the *addition of electronic meeting procedures to the bylaws* was approved.

I. Discuss Bed Bug Policy: A proposed Bed Bug Policy was presented.

A motion was made to approve and enact the proposed Bed Bug Policy.

Motion: Alex Turkmani Second: Meaghan Terry

Unanimously Approved.

J. Discuss Amended FY23-24 Budget: The proposed amended budget was presented.

A motion was made to approve the Fy23-24 Amended Budget.

Motion: Meaghan Terry Second: Amanda VanOpdorp

The Board Secretary, Alex Turkmani, requested a Roll Call Vote, ending with the Board President.

Alex Turkmani – Yes

Bruce Boyd - Yes

Gloria Douglas – Yes

Holly Landry – ABSENT

Ivy Pittman-Outen (Virtual) – Absent

Bev Reese - ABSENT

Meaghan Terry – Yes

Amanda VanOpdorp – Yes

Beth Tepen – Yes

There are 6 votes in the affirmative and 0 votes in the negative. There was a two-thirds vote in the affirmative and the Amended FY23-24 Budget was approved.

12. New Business for Discussion and Possible Action:

- A. Serving the Public 4.0 (Chapters 6: Safety):** The library needs to prepare a Property Prioritization list, Staff and Trustee Phone Tree, Building Safety Checklist. Amy and Rachel will work on these.
- B. Trustee Facts File (Chapter 11: Fundraising):** Chapter 11 goes over various fundraising sources for libraries. The pros (fundraising opportunities) and cons (high cost for startup) of incorporation were discussed, along with the Fund for Illinois Libraries, and creating a charitable foundation. Fundraising Campaigns were discussed. Trustees may be asked to fundraise. The director shares these responsibilities with the board. Tips for Successful Fundraising were listed. Setting a timetable, a budget goal, plan presentations, dividing up responsibility, etc. were discussed. The chapter ends with a discussion of Friends Groups.
- C. Review Circulation Policy:** Amy presented the Circulation Policy for Review. The review was tabled until next month.

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

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

- Serving Our Public 4.0 (Chapter 7)
 - Per Capita 2024 Requirements
 - Trustee Facts File (Chapter 12)
 - Job Descriptions (_____)
 - Policy Review (Circulation)
 - Reciprocal Borrower
 - Building Maintenance/Projects
 - Discuss Vestibule and shed updates
 - Discuss strategic planner
 - Discuss roof quotes
 - Update on Website
 - Trustee Continuing Education
- Decennial Committee Update
 - Friends/RN Update
 - OMA/FOIA certification
 - IPLAR Status
 - Non-Resident Card Program
 - Review Closed Session Minutes (July)
 - Centennial Committee Update (NO Meeting in June)
 - BINGO Night Report
 - Next Bingo Night

15. Items to be discussed at future meetings:

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

16. Adjournment: The meeting adjourned at: 7:37 pm.

Respectfully Submitted, Alex Turkmani