



# Silvis Public Library Board of Trustees

Regular Board Meeting

Monday, September 11th, 2023, 6:00 pm

806 1<sup>st</sup> 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: Gloria Douglas, Ivy Pittman-Outen, Bev Reese, Beth Tepen, Meaghan Terry, Alex Turkmani, Amanda VanOpdorp,

Staff: Amy Fry

Absent: Bruce Boyd, Amanda Watson

3. **Public Comment:** NONE

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

Board President, Meaghan Terry, asked Secretary, Alex Turkmani, to read the Consent Agenda dated Monday, September 11th, 2023. Alex Turkmani read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, September 11<sup>th</sup>, 2023.

**Motion: Bev Reese Second: Amanda VanOpdorp**

Board President, Meaghan Terry, 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

Alex Turkmani – Yes  
Amanda VanOpdorp – Yes  
Amanda Watson - ABSENT  
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 September 11<sup>th</sup>, 2023, was established.**

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

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

**Motion: Beth Tepen Second: Bev Reese**

Secretary, Alex Turkmani, 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

Alex Turkmani – Yes  
Amanda VanOpdorp – Yes  
Amanda Watson - ABSENT  
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 September 11<sup>th</sup>, 2023, was approved.**

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

7. **Director’s Monthly Report:**

a. August 2023 Statistics –

i. August 2023 Registration Statistics –

1. New Patrons were down 13.6% from August 2022 (44/38).

2. Renewals were down 4% (25 to 24 Renewals).

ii. August 2023 Circulation Statistics –

1. Physical materials – checkouts decreased by 13.9% from August 2022 (2347 to 2020).

2. E-material – checkouts were up 40.6% from August 2022 (438 to 613).

iii. August 2023 Programming Statistics –

1. Active Stats (In-Person/Virtual) – attendance was up 52.4% from August 2022 (118 to 180).

2. Passive Stats (Self-Guided/Virtual) – Participation doubled from August 2022 (51 to 102).
- b. Trunk or Treat – Trunk or Treat will be held on October 21<sup>st</sup> from 5-7pm. Amy asked that the trustees each volunteer, if possible.
- c. Centennial Celebration 2024 –
  - Bingo Nights - The August 26th Bingo Night Fundraiser was a huge success – raising \$3,588.35. The event sold out – with 97 people participating! The last Bingo Night will be Saturday, November 4<sup>th</sup>. Amy asked that all trustees volunteer.
  - History Book – The book has been reformatted and edited up to 2006. Minda is now adding new information. She has reached out to businesses, organizations and residents for information and memories.
  - City Council Presentation – Amy will present a Centennial Presentation to the City Council on October 3<sup>rd</sup> at 630pm. She asked all trustees to attend, if possible.
- d. Building Maintenance/Projects –
  - Roof – The library is waiting on a call to schedule the upcoming date for installation.
  - Vestibule – This will be completed by Public Works by the end of November.
  - Shed – Alex and Amy will get together to discuss a possible solution.
  - Exterior –
    - The stucco will be painted September 21<sup>st</sup>.
    - The building has been cleaned.
- e. Strategic Planning Schedule – The Updated Timeline was presented to the Board,
  - Learning Report – The Learning report was emailed to the trustees last week. Amy asked that each trustee read through it.
  - Staff/Board Retreats –These will be held on September 14<sup>th</sup>. The library will be closed. Staff Retreat will run from 9am until noon. The Trustee Retreat will be held from 5-pm.
- f. Annual Reports
  - City Council – Amy will be presenting her Annual to City Council on October 17<sup>th</sup>. She encouraged the trustees to attend the City Council meeting to show their support.
- g. Library Personnel
  - Meetings – Staff participated in 9 meetings in August.
  - Training -
    1. The library is still working on completed 2023 Sexual harassment Training. Amy sent the board a link to the state training today and asked that it is completed asap. She has already completed her training.
    2. Staff Development Day was moved from August to September 14<sup>th</sup>. This will allow it to be held the same day as the Strategic Planning Retreats.
    3. PUG Day will be held on Friday, September 29<sup>th</sup> at Waubensee Community College in Sugar Grove, IL. The library will be closed so the staff can all attend this training.
    4. ILA Conference – Rachel and Amy will be attending in Springfield from Oct 23<sup>rd</sup>-26<sup>th</sup>. Tickets were paid for by the RRLD.
- a. Decennial Efficiency Meeting Date – Amy would like to move this back to the January 8<sup>th</sup> meeting to give her plenty of time to work on the rough draft of the report.
- b. Trustee/Staff Contact Sheet – Trustees received an updated contact list.

**8. Friends of the Library/Royal Neighbors:** The Friends and Royal Neighbors have not met since the last Board Meeting. Their next meeting will be October 10<sup>th</sup>.

**9. Trustee Continuing Education:** Alex presented (TBD)

## **10. Unfinished Business for Discussion and Possible Action:**

- a. **Discuss Trustee OMA Requirement:** New trustees and trustees whose terms are renewed must complete the Open Meeting Act certification. Amanda Watson completed hers prior to the August meeting. Alex Turkmani will complete his before the next meeting.

- b. **2023 Levy Letter:** A motion was made to approve the 2023 Levy Letter.  
**Motion: Ivy Pittman-Outen Second: Amanda VanOpdorp**

Meaghan opened the floor up to discussion.

Secretary, Alex Turkmani, 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

Alex Turkmani – Yes  
Amanda VanOpdorp – Yes  
Amanda Watson - ABSENT  
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 2023 Levy Letter was approved.**

### **11. New Business for Discussion and Possible Action:**

- a. **Serving the Public 4.0 (Chapters 10: Programming):** Chapter 10 covers library programming. The library meets all standards and complies with all items on both checklists.
- b. **Trustee Facts File (Appendices):** Appendices include Library Bill of Rights, Freedom to Read, Freedom to View, Libraries: An American Value, Code of Ethics, Ethics Statement, and List of Resources.
- c. **Discuss Exterior Foundation Repair:** A motion was made to approve the quote from Bi-State for foundation repair for up to \$3,000.00.  
**Motion: Gloria Douglas Second: Bev Reese**

Meaghan opened the floor up to discussion.

Secretary, Alex Turkmani, 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

Alex Turkmani – Yes  
Amanda VanOpdorp – Yes  
Amanda Watson - ABSENT  
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 Bi-State quote for up to \$3,000.00 was approved.**

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

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

- Serving Our Public 4.0 (Chapter 11)
  - Per Capita 2024 Requirements
  - Trustee Facts File (Chapter 1)
  - Policy Review (Personnel Policy)
  - Building Maintenance/Projects
    - Discuss Vestibule and shed updates
    - Discuss Exterior repairs
    - Discuss strategic planner
    - Discuss roof update
    - Update on Website
  - Trustee Continuing Education (Alex T.)
  - Friends/RN Update
  - OMA certification?
- Review Closed Session Minutes
  - Centennial Update
  - Trunk or Treat
  - City Council Presentation (Year in Review)
  - Begin Review of Per Capita Requirements
  - Staff Evaluations
  - Director's Review Packet
  - Combined Silvis/RRLD Meeting Update
  - 2024 School Supplies Drive
  - Sexual Harassment Training
  - Budget Committee Members Meeting Date

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: 6:51 pm.**

Respectfully Submitted, Alex Turkmani