



# Silvis Public Library Board of Trustees

Regular Board Meeting  
Monday, October 9th, 2023, 6:00 pm  
806 1<sup>st</sup> Avenue, Silvis, IL 61282

1. Call to Order: Beth Tepen called the meeting to order at 6:00pm.

2. Roll Call:

In-Person Attendance:

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

Staff: Amy Fry

Absent: Meaghan Terry, Alex Turkmani

3. Public Comment: NONE

4. Vote to Establish Consent Agenda:

Beth Tepen asked Ivy Pittman-Outen to read the Consent Agenda dated Monday, October 9<sup>th</sup>, 2023. Ivy Pittman-Outen read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, October 9<sup>th</sup>, 2023.

**Motion: Bev Reese Second: Ivy Pittman-Outen**

Trustee, Ivy Pittman-Outen, 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

Alex Turkmani – ABSENT

Amanda VanOpdorp – YES

Amanda Watson - YES

Meaghan Terry – ABSENT

**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 October 9<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: Gloria Douglas Second: Amanda VanOpdorp**

Trustee, Ivy Pittman-Outen, 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

Alex Turkmani – ABSENT

Amanda VanOpdorp – YES

Amanda Watson - YES

Meaghan Terry – ABSENT

**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 October 9<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. September 2023 Statistics –

i. September 2023 Registration Statistics –

1. New Patrons were up 9.1% from September 2022 (33/36).

2. Renewals were down 25% (24/18).

ii. September 2023 Circulation Statistics –

1. Physical materials – checkouts decreased by 18.9% from September 2022 (2076 to 1684).

- a. Hot Spots – Hot Spots have been unavailable for two months due to software upgrades. This decreased circulation.
      - b. Senior Outreach – Due to staff shortage, senior outreach has been very limited. This decreased audiobook and large print circulation.
    - 2. E-material – checkouts were up 19.8% from August 2022 (435 to 521).
  - iii. September 2023 Programming Statistics –
    - 1. Active Stats (In-Person/Virtual) – Attendance was up 13.6% from September 2022 (323 to 367).
    - 2. Passive Stats (Self-Guided/Virtual) – Participation was up 35.8% from September 2022 (81 to 110).
- b. Library Happenings
  - i. Trunk or Treat – Trunk or Treat will be held on October 21<sup>st</sup> from 5-7pm. Gloria Douglas will volunteer for the library. Bev Reese will be volunteering with the Friends Group, and Alex Turkmani will be helping with another organization’s trunk. Amanda Watson and Bruce Boyd are both hoping to volunteer for the library, if their schedules allow it. Amanda VanOpdorp and Beth Tepen will not be able to volunteer.
  - ii. Centennial Celebration 2024 –
    - 1. City Council Presentation - Amy gave her City Council Centennial Presentation on October 3<sup>rd</sup>.
    - 2. Bingo Night - The last Bingo Night will be Saturday, November 4<sup>th</sup> from 6 to 8pm (volunteers would arrive at 5pm). Amy asked for volunteers. Amanda Watson and Gloria Douglas volunteered to make baked goods and help during the event. Beth Tepen and Bruce Boyd will help during the event. Amanda VanOpdorp will help during Bingo from 5-7pm. Amy intends to reach out to the two absent trustees to find out their availability.
    - 3. Event Sponsor Letters – The library is sending out Event Sponsorship Packets within the next two weeks.
    - 4. History Book – Minda is adding new information to the book. She is also working with residents, businesses, and organizations, to gather additional historical facts.
    - 5. School Supply Drive – The City is doing a supply drive right now, so the library is going to hold off until after the holidays.
  - iii. Royal Neighbors Change Maker Fund – Amy applied for a \$200 stipend through my Royal Neighbors membership to do a Pet Supply Drive for the QCAWC in Milan. It was approved, so this will be happening in November.
  - iv. Strategic Planning – The Strategic Planner, Amanda, will attend through zoom at the next Meeting to discuss possible vision and mission statements.
- c. City Happenings –
  - i. Fall Fest – The library helped at the Kids Zone this year.
  - ii. Hispanic Heritage Month – The City is Host an event on Hero Street on Oct 15<sup>th</sup>.
  - iii. Christmas in Silvis – This has not been finalized. Amy will update the board next month.
  - iv. FY22-23 Annual Library Report – Amy will be presenting the Annual Library Report at the next City Council Meeting (October 17<sup>th</sup> at 6:30pm).
- d. Building Maintenance/Projects –
  - Roof – This is in progress.
  - Approved Foundation Repair – This can’t begin until the roof is finished.
  - Vestibule – bi-State Masonry will be completing the repair work after the roof is completed.
  - Shed – Alex will discuss this in more detail next month.
  - Stucco – The exterior stucco will be painted when the roof and foundation repair are complete.
- e. Library Personnel
  - Professional Development –
    - 1. Meetings – Amy attended 8 meetings. They also held Staff and Board Focus Group Retreats.
    - 2. Training -
      - The library is still working on completed 2023 Sexual harassment Training.
      - PUG Day was held on Friday, September 29<sup>th</sup> at Waubensee Community College in Sugar Grove, IL. The library closed so the staff could attend this training. 7 employees attended the event.
      - ILA Conference – Rachel and Amy will be attending in Springfield from Oct 23<sup>rd</sup>-26<sup>th</sup>.
  - Annual Reviews –
    - 1. Staff Evaluations - All Staff have completed their self-evaluations. Amy is working through her evaluations of the staff now. This will be completed by the end of October.
    - 2. Director Evaluations – This is being finalized now and will be sent to the board soon. The board will go into closed session next month for Amy’s annual review.
  - Vacation Payout – The board does not need to approve vacation payout for Amy this year.
  - 2024 Covid Precautions – Amy won’t be requesting a Covid Sick Pay Resolution for 2024.
- h. December Board Meeting – Amy gave the trustees a couple reminders regarding the December Board Meeting.

- Special Guests - the RRLD trustees will be special guests.
- Potluck – The Silvis Trustees are encouraged to bring items for a potluck.

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 tomorrow, October 10<sup>th</sup>.
9. Trustee Continuing Education: The 2023 Per Capita Grant Trustee Requirements were discussed in detail.
  - a. This year's requirements are as follows:
    - i. Each Rock River Library board member and Silvis Public Library board member must read *Serving Our Public 4.0* on their own.
      1. The Silvis Library Board members completed the reading prior to their October meeting.
      2. Rock River board members will complete the reading prior to their November meeting.
    - ii. The Silvis Library Board must review the chapter checklists as a group with the library director.
      1. All checklists were discussed during the meeting.
        - a. Amy Provided a rundown off all standards on the checklist that the library has recently *worked on and are now meeting*. These include:
          - i. Youth/Young Adult Services Checklist – “The library partners with young adults in the community to provide opportunities for leadership such as young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.”
            1. The library currently has a Teen Advisory Board.
            2. The library is now partnering with local schools, offering volunteer opportunities to teens who are required “Service Hours.”
          - ii. Ongoing Building Maintenance Checklist – “The building façade should be inspected once a year.”
            1. We are now inspecting the façade annually.
            2. The exterior Stucco is being painted this month.
            3. The foundation and vestibule are being repaired.
          - iii. Marketing, Promotion, and Collaboration Checklist – “The staff and trustees participate in two or more cooperative activities with other community organization.”
            1. Library staff already exceed this standard.
            2. Library board members are now meeting this standard.
        - b. Amy provided a rundown of all standards on the checklist that the *library is still working towards meeting*. These include:
          - i. Governance and Administration Checklist – “Library maintains an understanding of the community by surveys, hearings, and other means.”
          - ii. Access Checklist – “The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.”
            1. The library has electronic signs on both sides of the building – as well as a “library flag.”
            2. The library would like to work with the City of Silvis to get additional street signs added to guide users to the building.
          - iii. Technology Checklist – “The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.”
            1. The library has offered basic computer programs in the past, using library staff. However, the programming was not well attended.
            2. The library hopes to partner with community agencies in 2024 to host computer programming for their patrons.

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 update us about his status next month.
- b. Closed Session: pursuant to 5 ILCS 120/2(c)21, discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

A motion was made to adjourn to closed session pursuant to 5 ILCS 120/2(c)21 to discuss and review closed session minutes.

**Motion: Ivy Pittman-Outen Second: Bruce Boyd**

Trustee, Ivy Pittman-Outen, 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

Alex Turkmani – ABSENT  
Amanda VanOpdorp – YES  
Amanda Watson - YES  
Meaghan Terry – ABSENT

**There were 7 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)21 to discuss and review closed session minutes at 6:32pm.**

At 6:36pm, it was moved to return from closed session.

**Motion: Bev Reese Second: Bruce Boyd**

Trustee, Ivy Pittman-Outen, 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

Alex Turkmani – ABSENT  
Amanda VanOpdorp – YES  
Amanda Watson - YES  
Meaghan Terry – ABSENT

**There were 7 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.**

- c. Closed Session Minutes (January 2023) – A motion was made to approve the January 2023 Closed Session Minutes and keep them on file.  
Motion: Gloria Douglas Second: Bev Reese

Trustee, Ivy Pittman-Outen, 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

Alex Turkmani – ABSENT  
Amanda VanOpdorp – YES  
Amanda Watson - YES  
Meaghan Terry – ABSENT

**There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the Closed Session minutes from January 2023 were approved and will be kept on file.**

11. New Business for Discussion and Possible Action:

- a. Serving the Public 4.0 (Chapters 11: Youth/Young Adult Services) – Chapter 11 covers juvenile services. The library meets all standards and complies with all items on the checklist.
- b. Trustee Facts File (Chapter 1: Trustee Duties and Responsibilities) - The library board, along with the Director, discussed Chapter 1, which focuses on the roles of a library trustee.
- i. Trustee duties (individual responsibilities) include attending board meetings, reviewing the agenda, minutes, and other documents prior to each meeting, serving on committees and representing the library at community events, and advocating for the library.
  - ii. Board duties (trustees as a whole) include both exclusive duties and duties that are assisted by the Director.
    1. Board exclusive duties include hiring the library director, evaluating the director, establishing Board policies and the Trustee’s Code of Ethics.
    2. Board duties that are assisted by the Director include writing the mission statement, establishing library policies, authorizing salary and benefit plans for staff, assessing maintenance of library grounds and authorizing the purchase of lands/construction if necessary, developing the annual

budget, reviewing monthly financial reports, advocating for library funding, engaging in fundraising activities, and promoting the library in the community.

- c. End of the Year Bonus Matrix – Amy attached a copy of the proposed Bonus Matrix for this year. It is the same as last year. You vote on it next month.

**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 12)
  - Per Capita 2024 Requirements
  - Trustee Facts File (Chapter 2)
  - Policy Review (Personnel Policy)
  - Building Maintenance/Projects
    - Discuss Vestibule and shed updates
    - Discuss Exterior repairs
    - Discuss strategic planner
    - Discuss roof update
    - Update on Website
  - Decennial Meeting Date Change
  - Trustee Continuing Education (Alex)
- Friends/RN Update
  - OMA certification (Alex)
  - Centennial Update
  - Trunk or Treat
  - City Council Presentation (Year in Review)
  - Director's Review
  - Combined Silvis/RRLD Meeting Reminder
  - 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: 6:46pm.**

Respectfully Submitted, Beth Tepen

