



# Silvis Public Library Board of Trustees

Regular Board Meeting  
Monday, December 11<sup>th</sup>, 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 6:09 pm.

2. Roll Call:

In-Person Attendance: Beth Tepen, Alex Turkmani, Ivy Pittman-Outen, Amanda Watson, Amanda VanOpdorp, Gloria Douglas, Bruce Boyd, Bev Reese

Trustees:

Staff: Amy Fry

Absent: Meaghan Terry

Guests: Pat Held, Pam Bragg

3. Public Comment: NONE

4. Guest Speaker: Pat Held, President of the Rock River Library District gave a presentation on the history of the RRLD, explained key differences between the two boards, and highlighted all the extra donations RRLD has sponsored for the Silvis library (and school libraries) over the last several years.

5. Vote to Establish Consent Agenda:

Beth Tepen asked Alex Turkmani to read the Consent Agenda dated Monday, December 11<sup>th</sup>, 2023. Alex Turkmani read the Consent Agenda.

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

**Motion: Bruce Boyd Second: Amanda Watson**

Secretary, Alex Turkmani, 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 – Yes

Amanda VanOpdorp – Yes

Amanda Watson - Yes

Meaghan Terry – ABSENT

**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 December 11<sup>th</sup>, 2023, was established.**

6. Vote to Approve Items on the Consent Agenda:

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

**Motion: Alex Turkmani Second: Bev Reese**

Secretary, Alex Turkmani, 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 – Yes

Amanda VanOpdorp – Yes

Amanda Watson - Yes

Meaghan Terry – ABSENT

**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 December 11<sup>th</sup>, 2023, was approved.**

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

8. Director's Monthly Report:

a. Annual Reports

i. Per Capita 2023 Status – The Per Capita Grant is due January 30<sup>th</sup>, 2024. Amy hopes to have this done prior to the January meeting.

- ii. ILLINET – The Interlibrary Loan report is due March 31<sup>st</sup>.
  - iii. Library Certification – Certification will be open from January 2<sup>nd</sup> – March 31<sup>st</sup>.
  - b. November 2023 Statistics –
    - i. November 2023 Registration Statistics –
      - 1. New Patrons were down 39.4% from November 2022 (33/20).
      - 2. Renewals were down -23.8% (21/16).
    - ii. November 2023 Circulation Statistics –
      - 1. Physical materials – checkouts increased 5.1% from November 2022 (1783 to 1874).
      - 2. E-material – checkouts were up 26.5% from November 2022 (449 to 568).
    - iii. November 2023 Programming Statistics –
      - 1. Active Stats (In-Person/Virtual) – Attendance was up 28.9% from November 2022 (152 to 196).
      - 2. Passive Stats (Self-Guided/Virtual) – Participation was up 22.1% from November 2022 (127 to 155).
  - c. Building Maintenance/Projects –
    - i. Roof – This is in progress. It should be completed by the end of this month.
    - ii. Shed Ramp – The shed ramp have been purchased. Alex will install.
    - iii. Stucco – The exterior stucco repair is complete.
    - iv. Strategic Planning – Amy will meet with the Strategic Planner on December 19<sup>th</sup> for an implementation meeting. The goal of the meeting is to talk about the implementation process, which is typically 3 different pieces: Activities, evaluation, and reporting.
    - v. Website: Amy’s goal is to pass this to Shaniece by January 2024. She will be working with the designer to complete the project.
  - d. Programming
    - i. Pet Supply Drive – The Pet Supply Drive, in partnership with Royal Neighbors, raised over \$400 in pet supplies and \$108 in monetary donations. All donations were given to QCAWC.
    - ii. Toys for Tots – The library was a drop-off location for Toys for Tots again this year. Donations were picked up on December 1<sup>st</sup>.
    - iii. Christmas in Silvis – This was held from 3-6pm on December 2<sup>nd</sup>. The library and the downtown fire department were the two locations. The library did a “Let it Snow” theme. Roughly 450 residents participated.
    - iv. Centennial Sneak Peek: This is an in-house library program, hosted by Amy on December 18<sup>th</sup> (6pm), giving a brief history of the library and the upcoming Centennial Celebration.
    - v. Winter Reading Program – WRP runs from January 1<sup>st</sup> – February 29<sup>th</sup>. The WRP Kickoff will January 6<sup>th</sup> from 9am-5pm.
    - vi. Treat Yourself Fair – This Centennial event will be held at George O. Barr school on January 27<sup>th</sup>. Over 30 vendors have registered.
    - vii. Active Living Senior Fair: This Centennial event will be held at New Perspective Senior Living on February 8<sup>th</sup>. Vendor and speaker registration is full.
  - e. Library Personnel -
    - Meetings – The staff attended 8 meetings.
    - Training -
      - The library staff completed the 2023 Sexual harassment training.
      - Staff completed 5 training sessions.
9. Friends of the Library/Royal Neighbors: The Friends and Royal Neighbors met on November 14<sup>th</sup>. They sponsored 11 library requests, totaling \$1,422.50.
10. Trustee Continuing Education: This month’s report was from Alex Turkmani.
11. 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. Alex Turkmani completed his on 12/11/23
- b. Discuss Trustee Sexual Harassment Training:

12. New Business for Discussion and Possible Action:

- a. Serving the Public 4.0 (Chapters 13: Marketing, Promotion, and Collaboration) – Chapter 13 discusses promoting the library and their services. The library meets all standards and complies with all items on the checklist.
- b. Trustee Facts File (Chapter 3: Board Organization) – The library board, along with the Director, discussed Chapter 3, Board Organization. This chapter focuses on the board’s collective responsibilities and the organizational means available to execute those responsibilities.
- c. 2024 FLSLA Proposed Changes: The Department of Labor’s proposed increase to FSLA was discussed.
- d. Budget Committee –
  - i. Meeting Overview - The Budget met on December 11<sup>th</sup> (5:30pm). Budget line items were discussed for each library account and compared to last year’s budget.
  - ii. Meeting Date – The committee will meet on Monday, January 8th at 5:30pm.
- e. APPROVE – FY24-25 Board Meeting Schedule: A motion was made to approve the Personnel Policy as presented.  
**Motion: Alex Turkmani Second: Bev Reese**

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

Bruce Boyd – Yes	Alex Turkmani – Yes
Gloria Douglas – Yes	Amanda VanOpdorp – Yes
Ivy Pittman-Outen – Yes	Amanda Watson - Yes
Bev Reese - Yes	Meaghan Terry – ABSENT
Beth Tepen – 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 FY24-25 Board Meeting Schedule was approved.**

- f. APPROVE – Personnel Policy: A motion was made to approve the Personnel Policy as presented.  
**Motion: Ivy Pittman-Outen Second: Amanda VanOpdorp**

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

Bruce Boyd – Yes	Alex Turkmani – Yes
Gloria Douglas – Yes	Amanda VanOpdorp – Yes
Ivy Pittman-Outen – Yes	Amanda Watson - Yes
Bev Reese - Yes	Meaghan Terry – ABSENT
Beth Tepen – 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 Personnel Policy was approved.**

- g. 2024 Salary Matrix – This will be prepared after the budget is 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 (Appendices)
- Per Capita 2023 Update
- Per Capita 2024 Requirements
- Trustee Facts File (Chapter 4)
- Policy Review (\_\_\_\_\_)
- Job Description (\_\_\_\_\_)
- Building Maintenance/Projects
  - Discuss Exterior repairs
  - Discuss strategic planner
  - Discuss roof update
- Update on Website
- Trustee Continuing Education (Amanda VanOpdorp)
- Friends/RN Update
- Centennial Update
- 2024 School Supplies Drive
- Budget Committee
- Salary Matrix

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: 6:55pm.**

Respectfully Submitted, Alex Turkmani

