



# Silvis Public Library Board of Trustees

Regular Board Meeting

Monday, September 8<sup>th</sup>, 2025, 6:00 pm

806 1<sup>st</sup> Avenue, Silvis, IL 61282

**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, Beth Tepen, Amanda VanOpdorp, Amanda Watson, Katy Henderson

Staff: Amy Fry

Absent: Bev Reese, 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, September 8<sup>th</sup>, 2025. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, September 8<sup>th</sup>, 2025.

**Motion: Ivy Pittman-Outen 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 - ABSENT  
Beth Tepen – yes

Amanda VanOpdorp – yes  
Amanda Watson - yes  
Meaghan Terry – ABSENT  
Katy Henderson - 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 8<sup>th</sup>, 2025, was established.***

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

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

**Motion: Amanda VanOpdorp 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 - ABSENT  
Beth Tepen – yes

Amanda VanOpdorp – yes  
Amanda Watson - yes  
Meaghan Terry – ABSENT  
Katy Henderson - 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 8<sup>th</sup>, 2025, 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 2025 Statistics:**

**i. August 2025 Registration Statistics**

1. New Patrons increased 71.9% from August 2024 (25/89). (from school visits)
2. Renewals increased 22.7% from August 2024 (22/27).
3. Total Active cards increased 11.9% from August 2024 (2763/3092).

- ii. August 2025 Circulation Statistics
  - 1. Physical materials – checkouts increased 13.3% from August 2024 (1892/2143).
  - 2. E-material – checkouts decreased 26% from August 2024 (724/536).
- iii. August 2025 Programming Statistics
  - 1. Active Stats (In-Person/Virtual) – Attendance decreased 40.4% from August 2024 (909/542). Amy noted that the significant decrease is due to the lack of Centennial events.
  - 2. Passive Stats (Self-Guided/Virtual) – Participation increased 10.1% from August 2024 (89/98).

**b. Building Maintenance/Projects:**

- i. Website: Amy is working on the website. She will update the board as it progresses.
- ii. Security Camera System: A major component of the security system is no longer working. Amy will present quotes at the next meeting.

**c. Library Personnel:**

- i. Professional Development
  - 1. August Meetings: Library staff participated in 6 meetings in August.
  - 2. August Training:
    - a. Staff Development Day: 6 employees participated in Staff Development Day. Summer Reading 2025 was discussed. The staff suggestions improvements for next year. Circulation tasks were also completed.
    - b. Amy participated in 8 training sessions in August, focusing on Collection Development.
    - c. Rachel and Minda participated in programming-related training.
- ii. Youth Services Coordinator Position: Amy discussed hurdles in keeping this position filled. She proposed increasing health insurance coverage for the position and increasing the salary matrix, if possible.
- iii. Staff Health Insurance Options: Amy suggested increasing the amount the library pays towards full-time employees' health coverage. She presented options to the board that could cover the additional cost. The committee will meet on 9/22/25 to discuss further.
- iv. Salary Matrix: Amy will present the proposed Salary Matrix for action at the next meeting.

**d. Annual Reports:**

- i. Summer Reading Report: Amy presented the SRP Report comparing 2025 to 2023.
  - 1. Sponsors: There were 28 sponsors in 2025. Over \$16,000 in reading incentives and monetary donations were collected.
  - 2. Juvenile
    - a. Registration increased 18.3% from 2023 (363 TO 400).
    - b. Completions decreased 8.35% (96 to 88)
  - 3. Young Adult
    - a. Registration decreased 6.1% from 2023 (66 TO 62).
    - b. Completions increased 14.3% (14 to 16)
  - 4. Adult
    - a. Registration increased 8.6% from 2023 (210 TO 228).

- b. Completions decreased 3.3% (61 to 59)
  - 5. Genre Badge Challenge:
    - a. Participation increased 3.7% (27 to 28)
    - b. Completion increased 8.7% (23 to 25)
    - c. Badges awarded decreased 63.5% (345 to 126)
    - d. Amy noted that they will not continue creating buttons going forward. The staff time is too high for the participation it has received. She is not sure what they will replace it with yet.
  - 6. Total Participation
    - a. Registration decreased 8% (639 to 680)
    - b. Completions decreased 4.7% (171 to 163)
- ii. 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 October meeting.
- iii. Illinois Public Library Annual Report (IPLAR): For district libraries, including the Rock River Library District, the deadline to complete the Illinois Public Library Annual Report was September 1st. Amy completed the Rock River Library District's report ahead of the deadline.
- iv. City Council Annual Report: Amy is still waiting for the final numbers from the City Auditor for FY24-25. When those are available, she will begin preparing the City Council presentation. Amy will update the board when she has additional details.
- e. **Centennial Final Report:** Due to the loss of a full-time employee, Rachel had to take on additional duties and was not able to restart her work on the Centennial Final Report. Amy will update the board in October.
- f. **Strategic Planning Update:** This project needs to be completed by Amy, Rachel, and Cassie. Due to the loss of a full-time employee, the staff were unable to begin working on the Strategic Plan Update. Amy will update the board when they begin.
- g. **IMLS Funding Update:** A House of Representatives Subcommittee voted to continue library funding in next year's federal budget. This is a positive step but does not guarantee funding. Amy will update the board when she has additional information.
- h. **Sexual Harassment Training:** The Sexual Harassment Training for trustees and staff is now available. Amy will bring copies of it to each trustee at the October meeting.
- i. **Special Events:**
  - i. Senior Fair: The library hosted a Senior Fair on August 23<sup>rd</sup>, at the McGehee Center. The Active Living Senior Fair focused on how seniors can keep physically, mentally, and socially active. It's open to anyone in the Quad Cities and beyond. The Senior Fair included local vendors, raffle prizes, and live music by the Quad City Ukulele Club.
  - ii. 2025 Silvis Hispanic Heritage Festival: This year's event will be hosted by the City of Silvis on Saturday September 13th. The library will host a smaller version of last year's Kids Zone. Rachel attended a meeting with Main Street today.
  - iii. Trunk or Treat: Donation requests have been sent out, along with trunk requests. The library is scaling down this year. They will no longer provide hot dogs.
  - iv. 2025 Bingo Fundraiser – The date of this year's Bingo Fundraiser has been moved back to November 22<sup>nd</sup>. Rachel, Minda, Alyssa, and Cassie are working on donation requests now.

- j. **Trustee Continuing Education (iLEAD Trustee Learning Portal)** – All trustees have verified their accounts. Amy will review the portal with the trustees next month. The *iLEAD Trustee Learning Portal*, is an interactive online resource created especially for Illinois public library trustees. The easily accessible, interactive online portal uses short, self-paced lessons, readings, and activities to provide trustees with the knowledge, requirements, and resources they need as board members. Funding for the iLEAD portal was provided by the Illinois State Library.

## 8. Unfinished Business for Discussion and Possible Action:

- a. **Immigration Enforcement Plan** – Rachel received policies and forms from three other PrairieCat libraries to help guide our plan. She completed the rough draft. Amy and Rachel are currently working together to prepare the final document. Amy hopes to present it in October.
- b. **FOIA Guide and Request Sheets** – Amy is creating a FOIA Guide and Request Sheets. She hopes to have this completed by the October meeting.
- c. **FOIA and OMA Certification:** Amy did not get the information sent out prior to the meeting. She apologized for the delay and said she will email it to those who need it this week.
- d. **Closed Session [pursuant to 5 ILCS 120/2(c)21]:** A 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: 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 - ABSENT  
Beth Tepen – yes

Amanda VanOpdorp – yes  
Amanda Watson - yes  
Meaghan Terry – ABSENT  
Katy Henderson - 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 trustees adjourned to closed session pursuant to 5 ILCS 120/2(c)21 to discuss and review closed session minutes at 6:51 pm.**

At 6:53 pm, it was moved to return from closed session.

**Motion: Ivy Pittman-Outen 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 - ABSENT  
Beth Tepen – yes

Amanda VanOpdorp – yes  
Amanda Watson - yes  
Meaghan Terry – ABSENT  
Katy Henderson - 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 trustees returned from the closed session discussion.**

- e. **Closed Session Minutes (September 2024 & December 2024):** A motion was made to approve September and December 2024 Closed Session Minutes and keep them on file.

**Motion: Amanda VanOpdorp    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 - ABSENT  
Beth Tepen – yes

Amanda VanOpdorp – yes  
Amanda Watson - yes  
Meaghan Terry – ABSENT  
Katy Henderson - 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 Closed Session minutes from September 2024 and December 2024 were approved and will be kept on file.***

- f. **2025 Levy Letter:** A motion was made to approve the 2025 Levy Letter.

**Motion: Amanda Watson    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 - ABSENT  
Beth Tepen – yes

Amanda VanOpdorp – yes  
Amanda Watson - yes  
Meaghan Terry – ABSENT  
Katy Henderson - 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 2025 Levy Letter was approved.***

**9. New Business for Discussion and Possible Action:**

- a. **Serving the Public 4.0 (Chapter 10 - Programming):** Chapter 10 covers library programming. The library meets all standards and complies with all items on both checklists.
- b. **Trustee Facts File (Chapter 9 – Facilities):** An important part of the library board's duties is providing and maintaining physical facilities. This responsibility involves monitoring existing facilities and—when necessary and appropriate—planning and budgeting for renovation or construction of facilities. Chapter 9 covers Library Facility Evaluation Guidelines. The steps necessary when undertaking a building project are included. These include creating a Building Committee, preparing a Building Program Statement, hiring an architect, and fundraising. Funds may come from several sources, including tax levies, bonds, and grants.
- c. **Job Description Review (Computer Technician) Youth Services:** Amy presented the Computer Technician job description without any suggested changes. The board did not find any changes necessary.
- d. **Policy Review (Circulation Policy):** Amy presented the Circulation Policy without any suggested changes. The board did not find any changes necessary.

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

## 11. Items to be placed on October's agenda

- Salary Matrix?
- Insurance Resolution
- Annual Reports
- Building Maintenance/Projects
  - Website
  - Camera System
  - Fire Alarm Coverage?
- Friends/RN Meeting Update
- Programming (HHF, Tunk or Treat, BINGO)

- Immigration Enforcement Plan
- FOIA/OMA Certification
- IMLS Funding Update
- FY24-25 Revenue and Expense Report
- Sexual Harassment Training
- Begin Review of Per Capita Requirements
- Staff Evaluations
- Director's Review Packet
- Budget Committee
  - Members
  - Meeting Date
- Anything else?

### Items to be discussed at November's meeting

- Trustee Continuing Education (iLEAD Portal)
- Serving Our Public 4.0 (Chapter 11)
- Trustee Facts File (Chapter 10)
- Policy Review (\_\_\_\_\_)
- Job Description (\_\_\_\_\_)

- FOIA Guide and Request Cards
- City Council Presentation (Year in Review)
- Centennial FINAL Report
- Strategic Planning Update

### Items to be discussed at future meetings

- Facility Systems list (with maintenance operations)

- Building Maintenance/Repair Checklist
- Capital Asset Plan

## 12. Adjournment - The meeting adjourned at: 7:00 pm.

Respectfully Submitted, Amanda Watson

