



Silvis Public Library Board of Trustees

Regular Board Meeting

Tuesday, October 14th, 2025, 6:00 pm

806 1st Avenue, Silvis, IL 61282

The next meeting will be held on Monday, November 10th, 2025, at 6:00 pm.

1. Call to Order: Katy Henderson called the meeting to order at 6:01 pm.

2. Roll Call:

In-Person Attendance:

Trustees: Bruce Boyd, Gloria Douglas, Bev Reese, Beth Tepen, Amanda Watson, Meaghan Terry, Katy Henderson

Staff: Amy Fry

Absent: Ivy Pittman-Outen, Amanda VanOpdorp

3. Public Comment: NONE

4. Vote to Establish Consent Agenda:

President, Katy Henderson, asked the secretary to read the Consent Agenda dated Tuesday, October 14th, 2025. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Tuesday, October 14th, 2025.

Motion: Bev Reese 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 – ABSENT
Bev Reese - yes
Beth Tepen – yes

Amanda VanOpdorp – ABSENT
Amanda Watson - yes
Meaghan Terry – yes
Katy Henderson - yes

There were 7 votes in the affirmative and 0 votes in the negative. There was a two-third vote in the affirmative and the *Consent Agenda dated October 14th, 2025, 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: Gloria Douglas

Secretary, Amanda Watson, requested a Roll Call Vote ending with the Board President.

Bruce Boyd – yes
Gloria Douglas – yes
Ivy Pittman-Outen – ABSENT
Bev Reese - yes
Beth Tepen – yes

Amanda VanOpdorp – ABSENT
Amanda Watson - yes
Meaghan Terry – yes
Katy Henderson - yes

There were 7 votes in the affirmative and 0 votes in the negative. There was a two-third vote in the affirmative and the *Consent Agenda dated October 14th, 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. September 2025 Statistics:

- i. September 2025 Registration Statistics
 - 1. New Patrons increased 11.8% from September 2024 (34/38).
 - 2. Renewals decreased 3.6% from September 2024 (28/27).
 - 3. Total Active cards increased 11.8% from September 2024 (2798/3127).
- ii. August 2025 Circulation Statistics
 - 1. Physical materials – checkouts increased 9.6% from September 2024 (1809/1983).
 - 2. E-material – checkouts increased 0.8% from September 2024 (593/598).
- iii. August 2025 Programming Statistics
 - 1. Active Stats (In-Person/Virtual) – Attendance decreased 89.7% from September 2024 (2818/290). Amy noted that the significant decrease is due to the lack of Centennial events.
 - 2. Passive Stats (Self-Guided/Virtual) – Participation decreased 69.1% from September 2024 (165/51). (We are no longer making takeaway kits)

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 presented the board with 3 quotes. She is going to schedule a follow-up meeting with one of the companies for additional information and will update the board at the November meeting.
- iii. Book Distributor Change: On October 6th, Baker & Taylor announced they will be closing after 200 years as one of the leading book distributors. Amy is temporarily purchasing from Amazon. She is setting up an Ingram account as well.

c. Library Personnel:

- i. Professional Development
 - 1. September Meetings: Library staff participated in 8 meetings in September.
 - 2. September Training: Rachel participated in a webinar about getting employees back on track.
- ii. Youth Services Coordinator Position: A new Youth Services Coordinator has been hired and will begin on October 27th. They have a decade's worth of experience as a youth services librarian, is fluent in Spanish, and has worked with many of the schools and non-profits in our area.
- iii. Staff/Trustee Contact Sheet: Amy will be updating this in November. She asked the trustees to submit an updated photo, if so inclined.
- iv. Annual Reviews
 - 1. Staff Evaluations - All Staff have been given self-evaluations to complete. Amy will review them by the end of November.
 - 2. Director Evaluations – All Director Evaluations will be compiled by Rachel and presented to the board at the November meeting. The Board will review the director in December during closed session.

- a. Silvis Library Board – The trustees were presented with the evaluation form at the meeting. Amy asked each trustee to fill it out and return it to Rachel within the next two weeks. Rachel will compile the results into the trustee spreadsheet after she receives them.
- b. Rock River Library District – Reviews will be handout at tomorrow’s meeting. Rachel will enter them into the trustee spreadsheet this month.
- c. Staff have been asked to anonymously review the director. Rachel will enter the responses into the spreadsheet this month.
- d. Self-Evaluation – Amy will complete this, and Rachel will add it to the spreadsheet by next month.

d. Annual Reports:

- i. 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 November meeting.
 - ii. ILLINET – The ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey documents the library’s interlibrary loan and reciprocal borrowing activity from July 1, 2024, through June 30, 2025, and must be completed by March 31, 2026.
 - iii. Annual Library Certification - Annual certification is required of all library system members to retain system membership and eligibility for grants administered by the Illinois State Library. The deadline for full submission is March 31, 2026.
- e. IMLS Funding Update:** Amy presented the board with a Publisher’s Weekly article discussing the IMLS budget. The 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.
- f. Sexual Harassment Training:** The Sexual Harassment Training for trustees and staff is now available. Amy printed copies of it for each trustee at the October meeting. They were asked to read the training and complete the certificate. Trustees should return the certificate of completion to Amy at the November meeting.

g. Special Events:

- i. 2025 Silvis Hispanic Heritage Festival: This year’s event was hosted by the City of Silvis on Saturday September 13th. 175 children visited the library booth.
 - ii. Trunk or Treat: Trunk or Treat is this Saturday. Amy encouraged the trustees to volunteer if they are available.
 - iii. 2025 Bingo Fundraiser – The date of this year’s Bingo Fundraiser has been moved back to November 22nd. Rachel, Minda, Alyssa, and Cassie are working on donation requests now.
 - iv. Winter Reading Kickoff – Winter Reading will kick off on Saturday, January 2nd. The Snow Sisters and Olaf will be on hand. The library will also have several winter-themed craft stations.
- h. Combined Silvis/RRLD Biennial Meeting:** The RRLD typically attends the December Silvis Board meeting every other year. They will be discussing this at tomorrow’s meeting. Amy will update the board next month.

i. Trustee Continuing Education

- i. iLEAD Trustee Learning Portal- *Illinois Public Library Standards: Serving the Public 4.0* is being replaced with *Illinois Public Library Standards*. All standards can be found on the iLEAD portal. Amy presented the board with a handout that includes the link to the training.
 - ii. ILA Noon Network: Be the Best Trustee You Can Be: Amy mentioned a free trustee training opportunity from the ILA. The live training will be held virtually on Wednesday November 5, 2025. Amy presented the board with a handout that includes the link to register.
- j. Vacation Rollover (Director):** Amy would like to rollover her remaining 2025 vacation hours into 2026. The board had no concerns.

8. Unfinished Business for Discussion and Possible Action:

- a. Immigration Enforcement Plan** – Amy presented the board with the immigration plan. Staff will receive training shortly.
- b. FOIA and OMA Certification:** Amy presented the trustees who need to complete OMA (Gloria, Amanda V. & Meaghan) with a handout with the instructions for the new training. Trustees should complete this prior to the November meeting.
- c. FY26 Per Capita Grant Requirements:** The Public Library Per Capita Grant assists public libraries in providing library services that meet or show progress toward meeting Illinois library standards. Grant amounts of up to \$1.475 per person, based on the population of the library's service area, are awarded annually to qualified Illinois public libraries.
 - i. Updated Guidelines: The Standards that were used by public libraries in previous years were *Serving the Public 4.0*. Going forward, they will utilize the *Illinois Public Library Standards*.
 - 1. Illinois Public Library Standards vs Serving the Public 4: Serving the Public is being retired and will no longer be updated. The IPLS are completely new this year.
 - a. Training
 - i. iLEAD Portal – Standards: As Amy mentioned earlier in the meeting, the IPLS can be found on the iLEAD portal.
 - ii. ILA - Standards Committee Presentation: The IPLS Committee will host a virtual training course through ILA in November. Amy will register for this when it becomes available.
 - ii. Application Changes: With new standards comes changes to the application process.
 - 1. Training: Updated Per Capita training is becoming available.
 - a. Illinois State Library Handout: Amy presented a copy of this to each trustee.
 - b. Illinois State Library Information Session: Amy has registered for a virtual information session. Amy will be attending the virtual training on Oct. 21st at 2:30pm.

9. New Business for Discussion and Possible Action:

- a. Serving the Public 4.0 (Chapter 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 10 – Budgeting and Financial Management):** Chapter 10 discusses the types of revenue that public libraries receive, possible library expenditures, and budgeting guidelines.
- c. Job Description Review (Communications Clerk):** Amy presented the Communications Clerk job description without any suggested changes. The board did not find any changes necessary.

- d. **Policy Review (Camera Surveillance and Security Policy):** Amy presented the Camera Surveillance and Security Policy without any suggested changes. The board did not find any changes necessary.
- e. **End of the Year Bonus Matrix:** Amy presented the information and no changes were made. This will be voted on at the next meeting.
- f. **Director's Review:** Amy is reviewed by the Silvis library board, the RRLD board, and staff. Rachel then compiles all of these into one document and finds the average scores. Amy presented each board member with a copy of the Director review they will individually fill out regarding her performance. She asked the trustees to mark "N/A" to anything they do not know an answer to or if they do not feel they have enough information to make an informed decision. The board was asked to complete and return the reviews as soon as possible but no later than two weeks from now. Amy will present Rachel's spreadsheets at the November meeting. The board will go into closed session to review Amy during the December meeting.

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

11. Items to be placed on next agenda

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| <ul style="list-style-type: none"> • Annual Reports • Building Maintenance/Projects <ul style="list-style-type: none"> Website Camera System Fire Alarm Coverage • RRLD/Silvis Meeting Update • IMLS Funding Update • FY24-25 Revenue and Expense Report • Programming (Tunk or Treat, BINGO, WRP) • Trustee Continuing Education (iLEAD Portal) • Friends/RN Update • Policy Review (_____) | <ul style="list-style-type: none"> • Serving Our Public 4.0 (Chapter 12) • Trustee Facts File (Chapter 11) • FOIA Guide and Request Cards • Sexual Harassment Training • Begin Review of Per Capita Requirements • Staff Evaluations • Director's Review Packet • APPROVE – End of the Year Bonus Matrix • Salary Matrix FY26-27 • Budget Committee <ul style="list-style-type: none"> Members Meeting Date • Anything else? |
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Items to be discussed at future meetings.

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| <ul style="list-style-type: none"> • Facility Systems list (with maintenance operations) • Building Maintenance/Repair Checklist • Capital Asset Plan | <ul style="list-style-type: none"> • City Council Presentation (Year in Review) • Centennial FINAL Report • Strategic Planning Update |
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12. Adjournment - The meeting adjourned at: 6:38 pm.

Respectfully Submitted, Amanda Watson

