



## Silvis Public Library Board of Trustees

Regular Board Meeting

Monday, November 10th, 2025, 6:00 pm

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

The next meeting will be held on Monday, December 8th, 2025, at 6:00 pm.

**1. Call to Order:** Katy Henderson called the meeting to order at 6:00 pm.

**2. Roll Call:**

In-Person Attendance:

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

Staff: Amy Fry

Absent: 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, November 10<sup>th</sup>, 2025. Amanda read the Consent Agenda.

A motion was made to establish the Consent Agenda dated Monday, November 10<sup>th</sup>, 2025.

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

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 – yes  
Beth Tepen – yes

Amanda VanOpdorp – yes  
Amanda Watson – yes  
Meaghan Terry – ABSENT  
Katy Henderson – 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 *Consent Agenda dated November 10th, 2025, 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: Bev Reese**

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 – yes  
Beth Tepen – yes

Amanda VanOpdorp – yes  
Amanda Watson – yes  
Meaghan Terry – ABSENT  
Katy Henderson – 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 *Consent Agenda dated November 10th, 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. October 2025 Statistics:**

- i. October 2025 Registration Statistics
  1. New Patrons decreased 47.9% from October 2024 (48/25).
  2. Renewals increased 15.8% from October 2024 (19/22).
  3. Total Active cards increased 10.7% from October 2024 (2843/3148).
- ii. October 2025 Circulation Statistics
  1. Physical materials – checkouts increased 8.2% from October 2024 (1811/1959).
  2. E-material – checkouts decreased 11.1% from October 2024 (640/569).
- iii. October 2025 Programming Statistics
  1. Active Stats (In-Person/Virtual) – Attendance decreased 24.3% from October 2024 (2315/1753). Amy noted that the significant decrease is due to the lack of Centennial events.
  2. Passive Stats (Self-Guided/Virtual) – Participation decreased 73% from October 2024 (152/41). (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. Book Distributor Change: Due to the sudden closure of Baker & Taylor, the library is now purchasing books from a new distributor, Ingram. They also utilize Center Point, Penworthy, and Amazon.
- iii. City Software Change: The city has upgraded their computer software program. Amy and Rachel received Invoice and Timesheet training. All remaining staff will receive training during Staff Development Day.
- iv. eRead Illinois: Due to the recent closure of Baker & Taylor, the Boundless app that hosts the eRead Illinois collection is being discontinued. While a transition of this size would typically take months, PrairieCat is moving quickly to ensure minimal interruption to your use of the eRead Illinois collection. In the coming weeks, the entire eRead Illinois collection will be migrated to a new, sustainable platform: the Palace Project app. The Palace Project, managed by Lyrasis, offers benefits that will enhance library e-content collections, including the ability to aggregate e-books and audiobooks from other platforms into the Palace Project app. The Palace Marketplace also includes more favorable e-content licensing terms for libraries and access to Audible audiobook titles.

#### **Key Dates for the Sunsetting of the Boundless App**

- Effective Immediately: Users cannot place new holds on the Boundless App.
- Effective Immediately: Existing holds and checkout history in the Boundless app will not transfer to the Palace Project app. We recommend that patrons make a list of any pending titles.
- Sunday, November 2: This is the final day you can check out any items in the Boundless app.
- Monday, November 17: The Boundless app will stop functioning and be fully retired.
- Monday, November 17: eRead Illinois content will begin transitioning to the Palace Project app.
- Tuesday, December 2: The Palace Project app will be available for user to download, log in, and enjoy the eRead Illinois collection again.

- v. Vega Discover App: The Vega Discover App, formerly known as the Capira App, has been transferred to the new platform. However, the cost was too high for the Silvis public library to participate. Only 71 of the 130+ PrairieCat libraries are participating. Patrons can still view the online catalog on the library's website. From the browser, patrons can place holds, pay bills, renew items, etc.
- vi. Programming Surveys: Rachel, along with the programmers, are creating programming surveys. The goal is to find out what dates, times, and types of programs the patrons prefer. Surveys will roll out December 1st.
- vii. New Hours: New library hours began on November 1st. So far, there have not been any patron complaints.

**c. Library Personnel:**

- i. Professional Development
  - 1. October Meetings: Library staff participated in 9 meetings in October.
  - 2. October Training: Rachel, Amy, Catalina completed the Sexual Harassment Training. Amy participated in 14 additional training opportunities.
  - 3. Staff Development Day: Staff Development Day will be held on Wednesday, November 12th. Items to be discussed, include: Winter Reading Program, Winter in Silvis, Vega Discover App, eRead Illinois, Baker & Taylor/Ingram, Programming Surveys, BINGO Fundraiser, New Hours, Narcan Training, and Timesheet Training.
  - 4. Narcan Training: Illinois House Bill 1910 (HB1910) requires all public libraries operating under the Local Library Act to have naloxone (Narcan) readily available on-site. They must ensure that at least one staff member is trained to recognize and respond to opioid overdoses. Staff will be completing training at Staff Development Day.
  - 5. Collection Development Training: Amy completed the Quarterly Collection Development webinars offered by Booklist and the ALA. She also completed training on the new vendor website (Ingram).
  - 6. Grant Training: The library staff is looking at several possible grant opportunities. Amy has completed training on the My Library is... Grant. She has training for a possible Friends grant in the near future.
- ii. Staff/Trustee Contact Sheet: Amy will be updating this in December. She asked the trustees to submit an updated photo, if so inclined.
- iii. Annual Reviews
  - 1. Staff Evaluations - All Staff have been given their self-evaluations. Amy will be review them by the end of December.
  - 2. Director Evaluations – All Director Evaluations will be compiled by Rachel and presented to the board for the December 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 has asked each to fill it out and return it to Rachel within the next two weeks. Rachel will compile the results into the trustees spreadsheet this after she receives them.

- b. Rock River Library District – Reviews were handed out to trustees. Rachel will enter them into the trustees’ spreadsheet this month.
- c. Staff – Staff have been asked to anonymously review the director. Rachel will enter them into the spreadsheet.
- d. Self-Evaluation – Amy will complete these and Rachel will add them to the spreadsheet.

**d. Annual Reports:**

- i. PrairieCat FY25 Annual Report: Amy presented the board with the PrairieCat FY25 Annual Report.
    - 1. Highlights:
      - a. Total Help Desk Tickets Processed: 3,225
      - b. 4,704,080 Items Circulated
      - c. 682,704 Interlibrary Loan Holds Filled
      - d. 69 live training sessions hosted
      - e. 2,963 Talent LMS courses completed
      - f. RAILS grant funds accounted for approximately 28% of PrairieCat budgeted revenues in FY25 in addition to in-kind services
  - 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 December meeting.
  - iii. 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.
  - iv. 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, 2025.
- e. IMLS Funding Update:** Amy presented the board with an article from the ALA discussing the Federal Communications Commission (FCC) vote to end E-Rate support for library and school hotspot lending programs and school bus Wi-Fi.
- f. Sexual Harassment Training:** The Sexual Harassment Training for trustees and staff is now available. Amy printed out copies of it to each trustee at the October meeting. They were asked to read through the training and complete the certificate. Trustees were asked to return the certificate of completion to Amy by the November meeting. These trustees still need to complete: Ivy Pittman-Outen, Amanda VanOpdorp. Amy will provide a copy for them to complete.

**g. Special Events:**

- i. Trunk or Treat: Trunk or Treat was held on Saturday, October 16th. Over 1500 participated.
- ii. 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.
- iii. Christmas in Silvis – This is a MainStreet event. The library will host a booth at the fire station but the library will remain open for regular library services. Main Street needs volunteers.
- iv. Winter Reading Kickoff – Winter Reading will kick off on Saturday, January 2<sup>nd</sup>. 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. However, they will not join this year.

- 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.

- j. **Trustee Continuing Education: iLEAD Trustee Learning Portal:** The trustees viewed the portal and discussed the following: Finance & Budget

- i. Navigate Your Role: Trustee Resources
    - 1. Illinois Library Association's Days and Dates to Remember
    - 2. Checklist of Annual Requirements for Public Libraries
    - 3. Illinois Public Library Standards
  - ii. State of Illinois Training Requirements for Trustees
    - 1. Illinois Open Meeting Act (OMA) Training
    - 2. Sexual Harassment Prevention Training
    - 3. Statement of Economic Interest
  - iii. The Board's Role in Library Director Success
    - 1. A Trustee Guide to Hiring a Library Director
    - 2. Measuring Director Success
  - iv. Planning for Today and Tomorrow
    - 1. Developing a Communication Plan
    - 2. Community Engagement
    - 3. Strategic Planning
    - 4. Succession Planning
  - v. The Library Facility (Maintenance-Checklist-for-Public-Libraries)
  - vi. Finance for All Illinois Public Library Types
  - vii. Resource for Directors and Board Presidents
    - 1. Illinois Public Library Trustee Orientation
    - 2. Group Review QR Codes

- 8. **Friends of the Library/Royal Neighbors** – A meeting was held on November 4th. The library sponsored pizza, to encourage new attendees. The Friends sponsored 1 program, discussed a possible grant, volunteering at upcoming library events, purchasing new shirts, updating their brochure, and meeting times. The Royal Neighbors had a speaker, Angie Bardsley. They also approved 5 programs, discussed membership changes, and possible Royal Neighbor's grants.

- 9. **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 with a handout with the instructions for the new training. Ivy Pittman-Outen and Gloria Douglas should complete prior to the December 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*. The Standards can now be found on the Trustee Portal. The board reviewed all sections during the meeting.

- ii. ILEAD Portal – Standards: The IPLS can be found on the iLEAD portal.
  - 1. ILA - Standards Committee Presentation: The IPLS Committee hosted a virtual training through ILA in November. Amy attended the training.
- iii. Training: Updated Per Capita training is becoming available.
  - 1. Illinois State Library Handout: Amy presented a copy of this to each trustee at the November meeting.
  - 2. Illinois State Library Information Session: Amy has registered for a virtual information session. Amy attended the virtual training on Oct. 21st at 2:30pm.
- d. **Discuss 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. The board was asked to complete and return the reviews prior to the November meeting. Copies of the eval were provided to trustees still needing to complete. The board will go into closed session to review Amy during the December meeting.
- e. **APPROVE - Security Camera System:** A motion was made to approve the Finn AV & IT Solutions quote for security system upgrade.

**Motion: Katy Henderson 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 - yes  
 Beth Tepen – yes

Amanda VanOpdorp – yes  
 Amanda Watson - yes  
 Meaghan Terry – ABSENT  
 Katy Henderson - 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 Finn AV & IT Solutions security camera quote was approved.***

- f. **APPROVE – End of the Year Bonus Matrix:** A motion was made to approve the End of the Year Bonus Matrix.

**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 - yes  
 Beth Tepen – yes

Amanda VanOpdorp – yes  
 Amanda Watson - yes  
 Meaghan Terry – ABSENT  
 Katy Henderson - 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 End of the Year Bonus Matrix was approved.***

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

- a. **Illinois Public Library Standards (Topic 12: Technology) :**Topic 12 covers technology. Technology is an integral part of any library. Technology transforms the library into a dynamic hub of information, learning and community engagement. Libraries offer a wide array of digital services and tools that cater to the diverse needs of their communities. From providing access to e-books, high-speed internet and online learning platforms to offering maker spaces equipped with 3D printers and coding workshops, technology has expanded the role of libraries far beyond traditional boundaries. By bridging the digital divide, fostering lifelong learning and supporting innovation, technology ensures that libraries remain relevant and accessible in an increasingly digital world. Trustees discussed the standards chart and the Action Plan.

- b. Trustee Facts File (Chapter 11: Fundraising):** Chapter 11 goes over various fundraising sources for libraries. The pros (fundraising opportunities) and cons (high cost for startup) of incorporation were discussed, along with the Fund for Illinois Libraries, and creating a charitable foundation. Fundraising Campaigns were discussed. Trustees may be asked to fundraise. The director shares these responsibilities with the board. Tips for Successful Fundraising were listed. Setting a timetable, a budget goal, plan presentations, dividing up responsibility, etc. were discussed. The chapter ends with a discussion of Friends Groups.
- c. Job Description Review (Technical Services Clerk):** This position was eliminated at the October meeting. The job description is to be discarded.
- d. Discuss FY26-27 Salary Matrix:** Amy presented the proposed Salary Matrix for FY26-27. The board will vote on it in December.
- e. Discuss Possible Intergovernmental Agreement :** Nothing to discuss. This was listed on the agenda in error.
- f. Budget Committee: The Budget Committee was discussed.**
  - i. Members:** The budget committee will include the following board members: Amy Fry, Katy Henderson, Bruce Boyd and Bev Reese
  - ii. Meeting Dates:** The committee will meet on Monday, December 1st at 6pm. The following meeting will be on *Monday, January 5th* at 6pm.

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

## **12. Items to be placed on next agenda**

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| <ul style="list-style-type: none"> <li>• Annual Reports</li> <li>• Building Maintenance/Projects             <ul style="list-style-type: none"> <li>Website</li> <li>Camera System</li> <li>Fire Alarm Coverage</li> </ul> </li> <li>• RRLD/Silvis Meeting Update</li> <li>• IMLS Funding Update</li> <li>• FY24-25 Revenue and Expense Report</li> <li>• Programming (BINGO, Xmas in Silvis, WRP)</li> <li>• Trustee Continuing Education (iLEAD Portal)</li> <li>• Friends/RN Update</li> <li>• Policy Review (_____)</li> </ul> | <ul style="list-style-type: none"> <li>• Job Description (_____)</li> <li>• Illinois Standards (Topic 13)</li> <li>• Trustee Facts File (Chapter 12)</li> <li>• FOIA Guide and Request Cards</li> <li>• Sexual Harassment Training</li> <li>• Begin Review of Per Capita Requirements</li> <li>• Staff Evaluations</li> <li>• Closed Session - Director's Review</li> <li>• APPROVE - Salary Matrix FY26-27</li> <li>• Budget Committee             <ul style="list-style-type: none"> <li>Meeting Update</li> <li>Meeting Dates</li> <li>Staff/Trustee Contact sheet</li> </ul> </li> <li>• Anything else?</li> </ul> |
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### Items to be discussed at future meetings

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| <ul style="list-style-type: none"> <li>• Facility Systems list (with maintenance operations)</li> <li>• Building Maintenance/Repair Checklist</li> <li>• Capital Asset Plan</li> </ul> | <ul style="list-style-type: none"> <li>• City Council Presentation (Year in Review)</li> <li>• Centennial FINAL Report</li> <li>• Strategic Planning Update</li> </ul> |
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## **12. Adjournment - The meeting adjourned at: 7:12 pm.**

Respectfully Submitted, Amanda Watson

