

Meeting location: Silvis Public Library
806 1st Avenue, Silvis, IL 61282

Date of Meeting: February 12, 2018

The meeting began at 6:00 pm.

Present: Diane Madden, Beth Tepen, Crystal McCaw, Deb Berglund, Vikki Soliz, Dee Nelson, Joyce Sensabaug

Staff: Nancy Ashbrook

Absent: Marigrace Alonso, Teresa Cervantes

Public Comment: None

Minutes (as amended) – Motion: Crystal McCaw Second: Deb Berglund
They were unanimously approved.

\$ 9,022.10 in bills presented.

Motion: Crystal McCaw Second: Vikki Soliz Motion carried.

The Budget report was presented.

The Director gave her monthly report. Nancy will taking medical leave beginning Feb. 22nd, through March, and will submit the ILLINET and Library Certification beforehand. Diana will be a back-up contact, but will be on vacation April 1st. The April board meeting will be held in the Community Room at the new Silvis Police Station off Hospital Road.

The search for an assistant director has been difficult, candidates have withdrawn from process because no insurance benefits are offered. Suggestions were made to advertise the position on Indeed.com.

New trustees Dee Nelson, Vikki Soliz and Joyce Sensabaugh were introduced, and a revised trustee contact list was distributed.

Friends have pursued a 501c3 status, requiring them to disband and reorganize, but the benefit will be significant with organizations that require 501c3 status to donate such as Amazon Smiles.

Unfinished Business:

Discussion to nominate and elect a new secretary was tabled to next month.

Personnel policy will reviewed by Trustees for next Board meeting with a May, 2018 effectiveness date, which is the beginning of the fiscal year. Particular attention to be made to job descriptions, allocation of vacation time and requirement to use vacation time first before time off with no pay. The Trustee Handbook to include Strategic Action Plan, Bylaws, calendar, and last three months of board meetings; a meeting with the director to discuss and include orientation to the library.

Gift Ban Policy was discussed. Joyce Sensabaugh made a motion to accept, Dee Nelson seconded. Motion carried.

Serving our Public 3.0- Chapter 8 will be discussed in March after trustees read. The Strategic Plan is published and available on the website. April meeting will address adding "Hot Spots" for checkout to Silvis Library's services.

Meeting location: Silvis Public Library
806 1st Avenue, Silvis, IL 61282

New Business:

Review - Library Use Policy- behavior of teenage patrons, unsupervised children by parents on computers.

Rock River Library Contract

Consider Reinstating Summer Hours - Silvis would stay open till 8 p.m. on Tuesdays and Thursdays, while East Moline is open Monday and Wednesday nights till 8 p.m. from Memorial Day to Labor Day.

Silvis Library will be closed Friday, September 28, 2018 for the PUG Day at Tax Slayer in Moline for all staff professional development.

New Trustees need to complete the Open Meetings Act certification online.

Library Wishes- none

Items to be placed on next month's agenda:

Unfinished Business

- Review: Personnel Policy continued

- Library Use Policy

- Rock River Library District Contract

- Close Library 9/28/18 for In-Service

- New Trustees complete Open Meetings Act Certification

New Business

- Vote on Next Year's Board schedule of meetings

- Salary Wage Review

Meeting adjourned at 7:15 p.m.

Respectfully submitted by Beth Tepen 2/16/2018

Next Meeting will be Monday, March 12, 2018 at 6:00 p.m.