

Meeting location: Silvis Library Board
806 1st Ave, Silvis, IL 61282

Date of Meeting: August 13, 2018

The meeting began at 6:01 pm.

Present: Diane Madden, Marigrace Alonso, Teresa Cervantes, Crystal McCaw, Joyce Sensabaugh, Deb Berglund, Beth Tepen, Dee Nelson, Joanne Riedl, Pat Held, and Tony Trulson Staff: Amy Fry Absent: Vikki Soliz

Public Comment: Two representatives of the Rock River Library Board (Pat Held and Joanne Riedl) formally introduced themselves to the Silvis Library Board and discussed the history of the Rock River District. For example, Rock River currently pays Silvis 90% of taxes collected, all Auction Receipts and 100% of the Per Capita Grant from the State of Illinois. Many annual special projects and programs are funded through these moneys; wish list items for the Silvis Public Library, computer tables, RAILS membership, shelving in the meeting room, study room(s), supporting the summer reading program, etc. Amy Fry will be opening up lines of communication between the Boards and will be reporting after meetings to the Silvis Library Board.

Minutes – Motion: Marigrace Alonso Second: Dee Nelson
They were unanimously approved.

\$6,123.60 in bills presented.
Motion: Dee Nelson Second: Teresa Cervantes
They were unanimously approved.

The Director gave her monthly report. The circulation statistics were presented. Patron numbers were pretty standard as well. There were some very popular programs this past month: Storytime Science at the McGehee Center, Bingo at the McGehee Center, and PAC Cosmic Chefs to name a few. Salaries next month will “jump” because a new director, Amy Fry, was hired. Also, interim compensation will be discontinued. The director’s FOIA and OMA was completed.

Amy explained to the Board the need for a new director’s credit card. The name cannot just be changed on the card, there needs to be a new account created. At the next meeting, Nancy’s old director credit card account will be discontinued.

A motion was made to create a new account for Amy so the bank can issue a new credit card.

Motion: Joyce Sensabaugh Second: Marigrace Alonso
Motion unanimously approved.

Friends Report - Meeting was canceled.

Unfinished Business:

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Vendor Change (email provider)

1. GoDaddy → Outlook (would be able to rename accounts)
 2. Interface → workspace worked well 8 years ago, but has not changed very much since (not user friendly at all)
- IT supports this change. The Library is stuck in a contract with GoDaddy for the next 3 years, but GoDaddy has agreed to prorate for the 3 years. The total cost would jump \$490 more a year after that 3 years.
- Another Board member mentioned Gmail as a possible option, which would be potentially more cost effective.
- The vendor change has been tabled for a future meeting.

Director's Recommendations for Salaries/Responsibilities: Amy Fry will be looking into job descriptions and salaries of nearby libraries, and libraries of similar sizes. Possible revisions will be made at future meetings.

New Business:

The Board reviewed the Internet Use policy. Amy Fry recommended some changes in the way things were worded to sound more concise.

Motion: Beth Tepen Second: Teresa Cervantes

The wording changes in the Internet Use policy were unanimously approved.

Amy Fry drafted the Levy Letter and discussed said letter with Board members. The Levy Letter will be approved at the September meeting.

Amy Fry proposed the purchasing of a lock for the Library storage room.

Motion: Dee Nelson Second: Crystal McCaw

The purchasing of a lock was unanimously approved.

Petty Cash Proposed Change, Per City: After discussion, a motion was made to lower Library petty cash from \$650 to \$150.

Motion: Teresa Cervantes Second: Joyce Sensabaugh

Changes to Vendor Process, Per City: In the next couple months, Amy Fry will be contacting all vendors and will provide each with a W9 to return to the Library to keep on file.

Amy Fry will be finding out more information about official vacation/sick time and the number of hours allotted to each employee.

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Trunk of Treat Discussion:

- bathrooms need to be provided AND the library needs to remain open for insurance purposes
- staff must be paid
- Library will not be providing a trunk (Friends may, or can volunteer)
- Library will officially close at 4pm and reopen for the event

Trunk or Treat will be hosted on Saturday, October 27, 2018 from 5:30-7:30pm. The Library will officially close at 4pm so staff can prepare and set up and reopen for the event.

Motion: Marigrace Alonso

Second: Teresa Cervantes

Library Wishes: none

The items on September's meeting will be: approval of the Levy Letter; staff vacation hours, sick time, personal time, and paid holidays, per city; Director's recommendation of changes to staff hours/wages; policy review - gift ban; discussion of per capita 2019 requirements for trustees, Moonlight Parade update (August 25, 2018); POs; and Email Provider.

The meeting adjourned at 7:25 pm.

Minutes respectfully submitted by Marigrace Alonso.