

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

Date of Meeting: November 5, 2018

The meeting began at 6:05 pm.

Present: Diane Madden, Marigrace Alonso, Teresa Cervantes, Crystal McCaw, Joyce Sensabaugh, Deb Berglund, Beth Tepen, Dee Nelson and Vikki Soliz; Staff: Amy Fry

Absent: none

Public Comment: none

Minutes – Motion: Joyce Sensabaugh Second: Teresa Cervantes
They were unanimously approved.

\$4,208.76 in bills presented.

Motion: Marigrace Alonso Second: Crystal McCaw
They were unanimously approved.

Treasurer's Budget Report

- Library is still over on computer expenses. It will be adjusted by next month.
- We are 11% over on telephone expenses, but this should go down as the library has switched to Call One (projected savings of \$112 a month).

Director's Monthly Report

- Circulation statistics: total circulation is up by 278 check outs, computer users are up by 199 from last month, program attendance is way up because of Trunk or Treat (589 participants, 16 volunteers)
- Many meetings attended by Amy: Silvis Board Meeting, RRLD Meeting, Department Heads Meeting, Friends/Royal Neighbors, Rock River Library District Meeting, Rotary Meeting, and many others
 - Dept Heads: the latest city newsletter went out but did not have room for "Library Happenings". The Library should be included in the next one!
 - Rock River Library District Meeting (updates):
 - Amy created and published 18-05 (Treasurer's Financial Statement)
 - They passed the Levy Letter; Truth and Taxation Hearing did not need to be held this year
 - RRLD AFR (Annual Financial Report) will be completed and submitted before 12/27/18
 - Members anonymously completed and submitted evaluations for the Director's 90 day review
 - Main Street Meeting (update) → Continued the discussion of Christmas in Silvis. The theme will be "Ugly Christmas Sweaters". The library will do an ugly Christmas sweaters craft. More information to come at the next meeting.

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

- Trunk or Treat Report → Over 600 participants; terrific weather with lots of volunteers; very well organized
 - The Library staff have decided to combine the Halloween Party with Trunk or Treat next year.
- Winter Reading Program
 - All Ages BINGO - Dec 1st - Feb 28
 - Each BINGO will be an entry into the Grand Prize drawings (10 winners - 4 packs of games/shoe rentals at Blackhawk Bowl).
 - A blackout (whole card filled) earns the participants \$5 fine amnesty card and a free book from the book sale
- Adult Programmer - The Library has hired Rachel Carter. She will started November 13th.
- Board Holiday Party: next month the Board will have their annual holiday party.

Friends Report:

- Royal Neighbors purchased a set of juvenile books for the Library and gift cards for the Halloween Party. Some members feel the Teen Coordinator is making too many Friends requests.
- Friends Regular Meeting - an Amazon Smile account has been set up.

At 6:22pm, it was moved to convene in closed session to discuss employment, compensation and employee benefits, as allowed in Exception 5 in Section 2c 5 ILCS 120/2 (A).

Motion: Dee Nelson Second: Deb Berglund
Unanimously approved.

The Board came back from closed executive session at 6:43pm.

Motion: Deb Berglund Second: Teresa Cervantes
Unanimously approved.

90 Day Review → A motion was made to offer Amy a 3% calendar raise expiring December 2019.

Motion: Deb Berglund Second: Crystal McCaw
Unanimously approved.

Unfinished Business:

- Discussion of Electricity Vendors → Jim Grafton has not contacted us back about the Realty contract. The Library still has not received a bill. The Board will be updated at the December meeting.
- Discussion of Telephone Vendors → Changed from AT&T to Call One.
- OMA Certification for Trustees - not completed by one Board member.
- Hot Spot Discussion: tabled until next meeting.
- Library Savings Account:
 - Building Maintenance and Repair Savings Spreadsheet

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

- Amy had a meeting with Jim Grafton. He suggested saving back about 6 months' worth of revenue (roughly \$150,000). This is how other city departments approach their savings.
 - Amy estimated all repair costs, like discussed at the last meeting. Total came to \$215,000.
- 3 Year Spenddown Options - If we were to go with Jim's suggestion, we have \$218,102 for the spenddown. If we were to go with Amy's building and maintenance proposal, we would have \$162,402
 - The Board would like Amy to use \$228,102 (Jim Grafton's recommendation) as the spenddown number
- Motion: Marigrace Alonso Second: Deb Berglund
Unanimously approved.
- Working Annual Budget Lines, Possible Changes: Will be discussed during the Budget Committee meetings
- Per Capita 2019 Requirements for Trustees
 - Please complete the webinar prior to the December meeting → Titled "Serving the Underserved: Children with Disabilities at Your Library". Once you click the webinar, you will have to create your own account to watch.
<https://learn.webjunction.org/course/index.php?categoryid=52>
- Building Maintenance
 - The breakroom and bathrooms will be completed this week.
 - The library has weeded the magazine collection and plan to ask the Friends for display units for that area.
 - Additional adult seating, newspaper racks, a light for the book sale area, and a re-upholstered bench have been added.

New Business

- PrairieCat FY18 Return on Investment Letter
 - Staff participated in 6 classes for a total of 18 contact hours
 - Silvis placed 165 help desk tickets through PrairieCat
 - SVP borrowed 3342 interlibrary loans and loaned 5,093 items
 - Staff participated in 14 meetings, events and training sessions
- Policy Review - Job Descriptions
 - Amy has completed all staff evaluations. We typically match what the City is giving their employees for cost-of-living wages (this year 2.5% for staff and 3.5% for Department Heads). This was tabled for next month.
- Budget Committee → the Board discussed forming a committee to discuss the Library budget. Beth Tepen, Diane Madden and Marigrace Alonso will be on this committee.
- Staff End of Year Bonus Matrix - Amy used last year's amounts to create this matrix. A motion was made to gift the end of the year bonuses as presented.
Motion: Deb Berglund Second: Dee Nelson
Unanimously approved.

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

- Staff Development Day (Martin Luther King Day; January 21, 2019 → A motion was made to close the Library to the public for staff development on January 21, 2019.
Motion: Teresa Cervantes Second: Vikki Soliz
Unanimously approved.
- Discussion of Possible Security System Upgrades → Items and money have come up missing recently. The Board approved Amy to start looking into new cameras.

Library wishes: This will be discussed as the Board works on the 3 year spenddown.

The items on December's agenda: Circ Clerk 1, Children's Programmer Position; Policy Review - Short Term Goals; Policy Review - Serving Our Public 3.0; Schedule the FY19-20 Board Meetings; Evaluations, Staff; Dept Heads Meeting Monthly Report, PrairieCat Delegates Assembly Brief; Rotary Meeting Report; update on hot spots for staff; update on possible security vendor changes; continued update on 3 year spenddown; Per Capita requirements; budget committee; staff mileage; Per Capita Grant application; discussion of proposed budget and appropriation; review of Closed Session minutes; library savings account - building repair and maintenance spreadsheet and 3 year spenddown options

The meeting adjourned at 7:34pm.

Minutes respectfully submitted by Marigrace Alonso.