

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

Date of Meeting: January 14, 2019

The meeting began at 6 pm.

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

Public Comment: none

Minutes – Motion: Deb Berglund Second: Dee Nelson
They were unanimously approved.

\$8,101.29 in bills presented.

Motion: Beth Tepen Second: Marigrace Alonso
They were unanimously approved.

The Director's Report

- Circulation Statistics:
 - Total circulation is down, while YA circulation is up. Music CD circulation is up, while DVD circulation is down. December saw 635 items deleted from circulation.
- Programs
 - The director notified the Board that the teen lock-ins would be stopping for the time being. Attendance to the teen library lock-ins in the past have been okay, but each time there has been an issue with behaviors and/or destruction of materials. At the Dec 28/29 lock-in the brand new sensory table lid and carpet was damaged.
 - Christmas in Silvis saw 400 patrons. It was a huge success!
 - Director notified the Board about “passive programming - take-aways”. This program offers children leftover storytime crafts to be taken home. It has been a hit among families so we will continue doing this!
- Per Capita Report - finished and submitted by director on 1/9/19

Friends Report - did not meet this month.

Unfinished Business:

- Discussion of Possible Security System Upgrades: Amy has been looking into different security systems to boost the current security at the library. She presented the Board with 2 proposals.
 - On Guard Security -- would have to pay for any equipment up front and they still have not finished some wiring from 6 months ago; no official proposal submitted to Amy
 - Global Wireless -- proposed \$3,472 plus tax to be invoiced on May 1, 2019 per new budget (will do work now though).

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- A motion was made to approve the Global Wireless proposal of \$3,472 plus tax on the installation of new security devices.
Motion: Deb Berglund Second: Teresa Cervantes
Unanimously approved.
- Updated Board Directory - a new Board directory was provided to each Board member, Amy will email out as well!
- OMA Certification for Trustees - OMA Certification completed by Teresa Cervantes
- Hot Spot for Staff Computers - Tabled for next month's meeting.
- Review of Closed Session Minutes - tabled for next month's meeting.
- Board Directives (Update)
 - the Director presented a compiled list of the past month's weekly meetings with the assistant director.
- Staff Evaluations

At 6:31pm, it was moved to convene in closed session to discuss employment, compensation and employee benefits, as allowed in **Exception 5 in Section 2c 5 1LCS 120/2 (A)**.

Motion: Marigrace Alonso Second: Vikki Soliz
Unanimously approved.

The Board came back from closed executive session at 7:03pm.

Motion: Dee Nelson Second: Teresa Cervantes
Unanimously approved.

- Staff Evaluations (Continued)
A motion was made to not accept the cost of living wage increases of 2.8% (regular staff member) and 3.8% (director)
Motion: Dee Nelson Second: Deb Berglund
Motion passed 7-2.

New Business

- Consent Agenda Resolution - The Director briefly discussed what the consent agenda would entail.
A motion was made to vote on the consent agenda resolution.
Motion: Beth Tepen Second: Joyce Sensabaugh

Diane Madden - Y
Marigrace Alonso - Y
Teresa Cervantes - Y
Crystal McCaw - Y
Joyce Sensabaugh - Y
Deb Berglund - Y
Beth Tepen - Y
Dee Nelson - Y

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- Vikki Soliz - Y Unanimously approved.
- Review - Serving Our Public 3.0 (Chapter 1): the Board read through this chapter and discussed it in relation to the Silvis Library.
 - Review - Personnel Policy - tabled for the next meeting. The Director would like additional time to make changes including: vacations to mimic the city.
 - Approval of the Budget Committee Minutes
 - December 3, 2018 Minutes
Motion: Crystal McCaw Second: Marigrace Alonso
 - January 5, 2019 Minutes
Motion: Dee Nelson Second: Teresa Cervantes
 - Proposed FY19-20 Budget
A motion was made to discuss the budget as presented.
Motion: Vikki Soliz Second: Crystal McCaw
A motion was made to approve the budget as presented.
Motion: Joyce Sensabaugh Second: Crystal McCaw

Library Wish List: to further circulation training

- In-Service Day on March 18th from 9am-5pm
A motion was made to close the library for an inservice day on March 18th, 2019.
Motion: Teresa Cervantes Second: Deb Berglund
Unanimously approved.
- Lowell N. Johnson Foundation donation: a charitable foundation appropriated \$4000 to the Library for projects and programs.
A motion was made for the Director to appropriate funds for the maker program (ie: robotics kits, handicapped picnic table outside, green screen and camera (all ideas), etc.)
Motion: Teresa Cervantes Second: Marigrace Alonso

The items on February's meeting will be:

- Policy Review - Personnel Policy
- Review - Serving Our Public 3.0 (Chapter 2)
- Review Closed Session Minutes
- Department Heads Meeting Monthly Report
- Rotary Meeting Report
- Update on Hot Spots for Staff
- Update on Security Vendor changes
- ILLINET & Library Certification
- Rock River Library District Contract

The meeting adjourned at 7:37pm.

Minutes respectfully submitted by Marigrace Alonso.