

March 25, 2024 EMPL Board of Trustees Meeting Minutes

President James A. Hoffman called the March 25th meeting of the Library Board to order at 4:01.

Present: James A. Hoffman, Van Thompson, Evenlyn Stokes, Chris Hume, Debbie VanderBeke, Sheryl Hanson, and Lynn Colgan.

Absent: Pam Muehling, Trish Burnett

Also Present: Bianca Sierra

Introduction of Visitors: None

Consent Agenda:

Van asked that the minutes from the February meeting be updated to specifically say that the increase was 50% to 85%.

Van made a motion to approve the consent agenda with the amendment to the February minutes. Sheryl seconded the motion.

Motion carried.

Financial Reports from the City of East Moline:

Van pointed out that when we make the 2025 budget, we want to make sure building-specific expenses are listed with the Building Maintenance budget. Internet Access should be in the building fund.

Page 12 should be deleted. The Foundation doesn't exist anymore and balance is 0. The city will continue to produce the statement until the auditors confirm the account doesn't exist.

Sheryl asked about fines of \$20. Bianca explained that most likely a book had been lost and paid for.

Library Report:

Bianca added that there was additional budget savings due to decreasing the B&W copies needed for staff printers in our contract with ABS. We decreased from 10K to 3K which equals a savings of \$52 a month.

PNG grant was discussed. Sheryl explained that Laura's intent was to continue using PNG to grow the Lego program. It was concluded that the program did not need any additional funds from PNG to purchase equipment and would not be included in the grant application for 2024. The only question was whether or not the library wanted to continue hiring a consultant for Lego programs. Bianca said it would be possible to hire a consultant to lead the programs depending on what they were going to charge the library.

There was discussion on the story walk on EM Main street. The Board asked for more information on if Delta Kappa Gamma was involved, when these would be installed, where they would be installed, and what they would look like.

Van asked if the CD budget was going to pay for Freegal. Bianca said it would come out of the overall materials budget and potentially some from the Records budget.

Lynn asked about the drive up drop box and the difficulties with returning books. There was discussion about could the current book return be adapted so that it is easier to return books. Or could we add a drive up return box in the parking lot. Further discussion ensued about the overall accessibility of the sidewalks and entrances of the library. The Board would like to see another ramp for easier access and improved book return accessibility.

Committee Reports:

Discussion on who was on what committee and when each committee would meet. The following is the schedule of committee meetings. Each committee will meet on a 4-month rotation following the regular board meeting.

April, August, December: Building and Grounds – Sheryl, Lynn, Pam, Van

May, September, January: Personnel – James A, Debbe, Evelyn, Van

June, October, February: Finance – James A, Van, Chris

July, November, March: Policy - Trish, Chris, Van

Business:

ACTION:

Van Thompson said A-D was in line with discussion of the last meeting. Van made a motion to approve the policies on the agenda A-D. Debbie seconded.

Motion carried.

Bianca suggested that the library add Juneteenth, MLK day, and President's day to library observed holidays. Bianca also shared that the library is not closed on Veteran's Day and that several local libraries do observe this holiday but did not make a recommendation on whether or not the library should close.

Van made a motion to add Juneteenth, MLK day, and President's Day to library holiday closings. Debbie seconded.

Motion Carried

Bianca would like to extend the current Hampton Annex agreement through Jun 30, 2025. Bianca will revisit the current agreement sometime in 2024 and propose a new agreement in 2025 that would potentially not need annual approval. James A and Sheryl signed the agreement. Bianca will present the agreement at the April 16 Hampton Library Board Meeting.

Bianca shared a proposal to hire a PT Adult Collection Development and Reference Librarian and PT Children's Collection Development and Connection Librarian. The current salary, IMRF, and SS/Medicare Budget lines would support adding these positions. Bianca explained that the library does have 1 staff member with an MLS , 1 staff member who will complete the MLS program in May, and 1 staff member that will complete their MLS next year. Currently these staff are in the programming department. Van wanted to make sure we compensate staff who attain higher education.

Bianca asked how the Board felt about converting the Hoffman room into a special collections room. The Board would like Bianca to pursue this and James A offered a \$10,000 donation to be used as needed to convert the space. The Board would also like the room to continue to be available to patrons to reserve. Additionally, in the immediate future, we will move the newspapers out of the Hoffman room to the magazine shelving. The issue we run into are patrons reading in that space and having to be relocated when the room is reserved. Further changes include moving the teen vault tables upstairs to across from the magazines so that patrons can look down into the library while studying. Bianca would like to create more study spaces upstairs, potentially where the BOCDs are.

Bianca will find out how many years of documentation the library needs to keep of finances and library board minutes. We will shred what we don't need and look into digitizing what we need to keep so that we are not storing so many boxes. Bianca will also find out if all the FRIENDS documentation and storage boxes are needed as well.

Bianca asked for volunteers for the strategic planning committee and shared a timeline . James A, Van, and Chris volunteered to be on the committee.

The Board would like to treat the staff to Whiteys for Library Workers Day. Bianca will make arrangements and buy a card.

Presidents Items: None.

Public Comment: None.

Meeting Adjourned at 5:42pm