

April 22nd, 2024 EMPL Board of Trustees Meeting Minutes

President James A. Hoffman called the April 22nd meeting of the Library Board to order at 4:00.

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

Absent: None

Also Present: Bianca Sierra

Introduction of Visitors: None

Consent Agenda:

Bianca shared that she asked the city for bills paid through the end of the month instead of mid-month to align with the p-card approval spending.

Van asked to include the quarterly report for the Endowment Fund as part of the consent agenda moving forward.

Van made a motion to approve the consent agenda and Chris seconded the motion.

Motion carried.

Financial Reports from the City of East Moline:

James A. asked about page 11, Assets, \$9005 Due from Street and Bridge. Van explained that it is not going to be paid to the library and cannot be removed. Van shared that the balance sheet is not accurate, with the exception of Cash in Bank and IPTIP Account.

Library Report:

Bianca provided an update on the fascia project, no date has been given. Bianca shared that she would be looking for a contractor to catch the leak in the basement. Bianca will be working with circulation on what to do when they do not know the answer to questions and how to best handle complaints.

Committee Reports:

Strategic planning committee had a productive meeting. They wrote a new Mission and Vision statement with guidance from *Strategic Planning for Libraries* by Joy Fuller. The book suggest simple, catching, and easy to understand statements that embody what you are presenting. The team felt the previous statement was difficult to understand. Bianca shared the next steps were for staff to meet to brainstorm values which will be compare with the strategic planning teams list of values. The team will finalize a list of library values. The team also brainstormed ideas for two of three strategic plan priorities: Increase Library Users and Expand Library Services.

Business:

Approval of the Mission and Vision statement was tabled until the May meeting. James A. asked that both statements be sent via email following the meeting and written down and included in the May board packet.

Van made a motion to approve no longer charging for faxing. Debbie seconded. Motion Carried.

Approval of the emergency plan was moved to the May meeting as Bianca was not able to complete the draft of the plan.

Bianca shared the rationale for changing Saturday hours. There are not a lot of people here 9-10 and staff have trouble closing the library at 1 due to the number of people in the building. Programmers would also like to have programs on Saturday afternoons. Bianca would like to trial Saturday hour change during June and July. Pam made a motion to approve changing Saturday hours to 10-3pm on Saturdays for June and July and Lynn seconded. Motion carried.

The board agreed that patron complaints should be handled by the library director and not City HR. If a patron has a complaint regarding the library director, staff may provide the library board president's email address. The library board president will determine next steps.

Bianca shared that Paige Shakleford submitted her resignation and PT adult librarian position was being posted as FT. Due to internal applicants, there may be more internal changes coming. Bianca would like to see staff become experts in their areas and be less spread out. Program coordinators will focus on programming and outreach and no longer assist with processing materials. They will also significantly decrease their materials selection.

Bianca shared that she would like to have an informal agreement with the director of Silvis library where each director does exit interviews for the other's staff.

May meeting had to be rescheduled to May 20th at 4pm due to Memorial Day.

Bianca shared that they would be purging fines and fees under \$10 for patrons that have been inactive 3 or more years. We will not purge fees over \$10. Bianca will look into the possibility of using a collection agency to recoup of outstanding fees. It was suggested that the library contact those patrons whose accounts had been cleared and invite them back to the library. Bianca will ask Mikayla to work on this.

ACTION:

Presidents Items: None.

Public Comment: None.

Meeting Adjourned at 5:14 p.m.