

May 20th, 2024 EMPL Board of Trustees Meeting Minutes

President Van Thompson called the May 20th 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, and Trish Burnett

Absent: Pam Muehling

Also Present: Bianca Sierra, Mark Rothert

Introduction of Visitors: Mark Rothert, City Administrator

Consent Agenda:

Van asked about the \$3000 Overdrive cost. Bianca explained that \$1000 was for the platform and \$2000 would be spent on titles for the consortium. This is an annual cost.

James A asked what the total book budget was. Bianca said is approximately 8-10% of the overall budget.

Sherly asked about payment to Sanchia for the two programming series she led. Bianca said that she would check with Catalina to find out if the payment request was sent to the city. There may have been confusion as to how Sanchia would be paid as the funding was from a grant but the check comes from the city

Sheryl asked what the per diem cost for Bianca was for. Bianca said it was for the Public Library Association conference she attended in April.

Sheryl asked if the Beanstack cost was annual. Bianca said it was the cost for 3 years.

Van asked Bianca to send the Swanson Trust letter to him so he could follow up with the law firm on when funds would be disbursed as the library was named a benefactor.

Debbie made a motion to approve the consent agenda, Sheryl seconded.

Motion carried.

Financial Reports from the City of East Moline:

Bianca plans to meet with Mark and/or Kimberly from the City to go over the library balance sheet and update so that it is reflected accurately.

Bianca mentioned that Raygan's annual cost of building maintenance seems high. She will see if she can find out who else bid and potentially look at other companies for next year. The contract is set to renew in October.

Library Report:

Bianca talked about the cost of the Prairie Cat app and how many patrons used it in April.

Sheryl asked what the bid was for the repair and painting of the flower beds. Bianca said it was close to \$10,000 and would like to revisit in the fall and make a decision then if the budget has the funds to complete the repair.

Bianca shared pictures of the basement leak repair completed by West Maintenance

Bianca asked the board to be thinking about the cost of maintenance on the electronic doors and if that is something the library should be spending annually so the doors lock automatically. The doors will not function without regular updates to the software. We can see how long this update lasts and revisit the cost if/when an update becomes critical.

Bianca invited everyone to attend the summer reading kickoff.

Bianca shared the FRIENDS allocated an additional \$300 to story walk books. The books will be changed quarterly.

Mikayla has done a lot of work with the patron purge. She will be sending out an email to those patron's whose accounts were purged and inviting them back to the library.

Committee Reports:

Building and Grounds shared West Maintenance Inc completed the work on the basement and provided a quote to restore and paint the concrete flower beds. We will wait until the fall to make a decision on whether or not we can afford to complete the work this year. The committee also requested a quote to adapt one of the current book return slots so that books can be returned from the vehicles without having to get out of the car. The FRIENDS have indicated they will help with the cost of this. There was some discussion on if a standing book drop would be better. There really isn't a great location for this and the cost is similar to the quote from West Maintenance. Plus staff would have to go across the parking lot multiple times a day in all weather to empty.

Business:

Action Items

City administrator Mark Rothert presented the Intergovernmental agreement between Republic, the City, and East Moline Public Library. East Moline is a non-home rule community and cannot enter into a long-term contract longer than the term of the sitting mayor. Since there is a mayoral election next spring, the City does not want to enter into a short contract with an import community service. By entering this agreement with the library, the City may have a contract for any length. The agreement is a 7-year agreement. Chris made a motion a to approve the Intergovernmental agreement with Republic and the City of East Moline. Sheryl seconded the motion.

Motion carried.

The Emergency Manual was reviewed. Bianca assured the manual would not be on the website. It is an internal staff document. Contact information for staff will not be shared outside of the library. There was discussion on Animals in the Library. James A made a motion to approve the manual, Lynn seconded.

Motion carried.

Bianca shared that the updated Remote Work policy now can apply to all staff. The goal of this plan is to create opportunities for staff to temporarily work from home when they are healthy, without the opportunity to abuse the policy and keep the library staffed. Bianca shared that millennials are being picky about who they work for and want to work for a company that can meet their needs. Having some type of work from home policy, especially one that addresses burnout, will go a long way with being competitive in the workforce. James A made a motion to approve the new Remote Work Policy, Debbie seconded.

Motion carried.

The new library mission and vision statement was reviewed. James A made a motion to approve the statements, Evenlyn seconded.

Motion carried.

Discussion

Reviewed the City of East Moline Proposal for Services to Library. There were a few items that Bianca has requested additional information on to determine if the fee should be annual or as needed. The Board wondered if staff would prefer anniversary recognition to be done in house and separate from the city. Once the agreement is finalized, the city would like the library to do a budget amended to pay for 2024 services.

Reviewed board trustee terms and start dates. The board terms run May 1 to April 30. Several trustees made updates to the information provided by the city. Bianca will return to the city with corrected information. Bianca will also provide a copy of the updated bylaws to the city.

Reviewed chapters 1-3 of *Standards for Illinois Public Libraries* for Per Capita Grant Compliance.

Presidents Items: None.

Public Comment: None.

Meeting adjourned at 5:30pm