

June 24th, 2024 EMPL Board of Trustees Meeting Minutes

President Van Thompson called the June 24th meeting of the Library Board to order at 4:00pm.

Present: James A. Hoffman, Van Thompson, Evenlyn Stokes, Debbie VanderBeke, Lynn Colgan, and Pam Muehling

Absent: Chris Hume, Sheryl Hanson, Trish Burnett

Also Present: Bianca Sierra

Introduction of Visitors: None

Consent Agenda:

Van asked if the IGA with the City and Republic had been signed. Bianca said it had been. Bianca shared that Constant Contact was for the library newsletter. Bianca also shared that the Crawford payment was for the installation of the washer/dryer plumbing and electrical.

Pam made a motion to approve the consent agenda. Debbie seconded.

Motion passed.

Financial Reports from the City of East Moline:

Bianca shared she has a meeting scheduled with Kimberly to go over the library balance sheets and correct discrepancies. Van asked if we had received our first tax distribution. At the time of the meeting, the library had not received any tax distribution.

Van asked if the audit had been complete. Bianca shared she thought they were still working on it since the auditor had recently asked for documentation that the foundation fund had been transferred to the endowment.

Van asked if any bills had been received from EM Sheet Metal for the in-progress fascia project. Bianca replied they had not.

Library Report:

Van asked if the recently banned patron had been notified. Bianca replied that she had spoken to him and issued the ban in person.

There was discussion on the laptop locker unit and if we still needed the unit. We will not continue the annual maintenance as it costs \$2800. We will update the software so the unit continues to function. The laptops are used infrequently by patrons and it seems like we don't need a laptop locker.

Bianca shared that the family of Joan Hendricks asked that memorials be sent to the library.

Bianca shared that the Breakfast Optimist Club donated \$1500 for sensory wall panels in the childrens area.

Van asked if the TIP payment could be applied to the flower beds and book return addition. Bianca confirmed that the City said TIP money could be used for capital projects. Bianca added that the FRIENDS would pay for half of the book return project.

There was discussion on Beanstack stats and how patrons are interacting on the app/with the library.

There was discussion on the EBSCO databases that will soon be available and how to promote to patrons.

Van asked if the patron purge had happened. Yes it has. That stat sheet did not have anything listed for patrons that had been purged. It might be that PrairieCat has not done it yet but the list was due May 31.

Committee Reports:

Personnel committee talked about who was part of the library staff: name, job title, how many hours they worked. The committee asked for an organizational chart which Bianca presented and the board reviewed. Van asked who was part-time. The 4 circulation staff, children's library, and custodian.

The committee talked about health insurance. Bianca would like to offer 1 plan instead of 3. This will make the health insurance more manageable and easier for staff. Bianca would like to switch from a HSA to FSA so the library can choose from more plans. Bianca would also like the library to provide life insurance for full time staff. The finance committee will discuss as well before it comes before the board for a vote.

Business:

Action: Approve 2024-2026 Strategic Plan

Bianca shared that the plan will be updated each quarter so the Board can see what has been accomplished within the plan. Pam made a motion to approve the strategic plan. Lynn seconded.

Motion carried.

Action: Approve Employee Handbook changes for 2.4, 3.1, 3.3, 3.5

The board reviewed the changes. Bianca shared that with 3.1, the personnel committee will want to review again at their next meeting in September to determine if the library should decrease the number of bonus days as 3 holidays will be added to 2025. The bonus days were to offset President's Day, MLK Day, and Veterans Day which the library was open. The library is now closed on President's Day and MLK Day. Van suggested we keep 1 bonus day or close on Veterans Day. Debbie made a motion to approve the handbook changes. Pam seconded.

Motion carried.

Discussion: Digital-access Library Cards

Bianca presented adding Digital-access library cards for patrons. These cards would be easier for patrons to obtain, would not accumulate fines, and allow patrons with fines over \$10 to continue to

have access to eContent. Patrons would still receive a physical card but it is called a Digital-access card as the patron only has access to content online. There was discussion as to if library cards could be stored digitally. If you use the PrairieCat App, you can add your card to the app and then scan the barcode on your phone when checking out at self-check. The board reviewed the criteria for Digital-access and did not have any recommendations. Bianca said the board would have to vote annually whether or not to charge nonresident patrons for a Digital-access card.

Discussion: City of EM Library Cards

Bianca suggested that the library add City Employee library cards to the intergovernmental agreement currently being created between the city and the library. Bianca has shared the proposal with the city administrator and would like to know if the library board is supportive of this addition to the agreement. The board indicated they are supportive of this addition.

Review Chapters 4-7 of *Standards for Illinois Public Libraries* for Per Capita Grant Compliance

Bianca highlighted areas that are being worked on: adding signage, adults using the childrens computers, toddler furniture, repair checklist, projected building capital projects, update disaster plan, staff training selection and weeding

Presidents Items:

Van reached out to the attorney for the Swanson bequest. The holdup is Ameriprise Financial. Ameriprise is not liquidating the investments.

The purchaser of the old library building has reached out about the ownership of lot 9 which was not included in the sale as it belongs to the city. Van has reached out to the city administrator to offer any assistance he might be able to provide.

Public Comment: None.

Meeting adjourned at 5:17pm