

July 22nd, 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, Debbie VanderBeke, Sheryl Hanson, and Pam Muehling, Chris Hume

Absent: Lynn Colgan, Evenlyn Stokes, Trish Burnett

Also Present: Bianca Sierra

Introduction of Visitors: None

Consent Agenda:

Bianca explained charges related to food provided for summer reading kickoff, Director's University, and collection development training. There was discussion on what Overdrive fees encompass. There was discussion on the cost of Playaways and if they were still popular with patrons.

There was discussion about the maintenance cost for self-check units and laptop lockers. The maintenance fees will continue for self-checks but not laptop locker.

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

Motion passed.

Financial Reports from the City of East Moline:

Bianca shared the total balances as of July 19, which do include property tax collected. The PerCap grants have come in as well. Van asked about the replacement tax. He said the balance has not changed in 4 months. The city gets paid throughout the year so this number should be higher.

There was discussion on the Lib Cap Improvement budget and the additional funds that appeared in the account. The finance director believed the cash in bank is accurate. Could it be possible that the PPRT is being deposited into the wrong account. Bianca will follow up. The budgeted for this fund is also incorrect.

There was discussion about the audit fee for the Lib Foundation Budget.

Library Report:

Bianca shared that the bill for the fascia replacement had not arrived. Chris asked how the washer/dryer unit was performing. The unit is working out well.

Bianca shared that 277 patrons were purged in May as they were expired over 3 years.

Bianca shared that Kanopy had 418 visits and 183 plays. A lot of the children's content is free. Patrons receive 9 tickets a month.

Committee Reports:

The finance committee met in May. There was discussion on which budget lines fall within the Library BLDG fund and which should come from the General fund. Since the General fund has a lot more money, we may move some lines back to the general.

Business:

Action: Approve Health Insurance Plan Changes for 2025

There was discussion on if the library should explore having library staff insured through the City. Being part of City insurance would likely decrease the cost for the library. Bianca shared that the library used to be part of the city for insurance but a previous director found a better deal. Bianca will ask for more information from the city on their benefits and cost to employer/employee. This might be something to do down the road.

There was discussion on the proposed changes. Van wanted to know if the library could add money to the FSA for employees. This could be a way to support staff as they adapt to the potential increase cost to health insurance in 2025. There was discussion on whether to continue with percentage or go to a flat fee. This will be discussed at a later date. There was discussion on how FSA money could be used.

James A made a motion to approve the health insurance changes. Sheryl seconded.

Motion Passed.

Action: Approve using Unique Material Recovery Services

There was discussion on the cost per person for everyone sent to Unique. The majority of this fee is passed on to the patron. The director would like to use Unique for one year to try to recover some of 290 accounts that are delinquent for \$50 or more.

James A made a motion to approve using Unique Material Recovery Services. Pam seconded.

Motion Passed.

Action: Approve free Digital-access card for nonresidents

There was discussion on what would be included in a Digital-access card and who would benefit from a free card. The library will also get more use out of the eContent.

James A made a motion to approve free Digital-access card for nonresidents. Debbie seconded.

Motion Passed.

Action: Approve annual nonresident fee

Based on current data, the nonresident fee needs to increase to \$90.

James A made a motion to approve a raise to the nonresident fee. Debbie seconded.

Motion Passed

Action: Approve waiver of nonresident fee for minors

In May 2022, there was an amendment to Public Action 102-0843 that allows library boards to waive the nonresident fee for minors.

James A made a motion to approve the waiver of nonresident fee for minors. Debbie seconded.

Motion Passed

Action: Approve IGA with City of East Moline

Bianca reviewed the changes made to the IGA since the last time the Board reviewed. There was a question about whether or not current employees need physicals. The IGA says pre-employment. Van wants to know the effective date and how payment will be made. Bianca thinks it will be a monthly charge beginning in September but will reach out to the city administrator to find out. There was discussion on snow removal. There was discussion on whether or not the library will continue to pay for audits based on the language of the IGA.

Pam made a motion to approve the IGA with the City of East Moline.

Action: Approve Permanent Library Hours Change

There was discussion about keeping consistent hours all through the year. The Director feels there is adequate staff to keep the library open in the evening all summer and to be open 9-3 on Saturday.

Debbie made a motion to approve the new library hours effective September 3, 2024. Pam seconded.

Motion Passed

Action: Approve Library Closure for Haunted House 2024

The Haunted House is a popular event. The closure is needed to transform the library into a Haunted House.

Chris made a motion to approve the library closures for Haunted House. Debbie seconded.

Motion Passed.

Discussion: Ragan Mechanical Contract Ending August 29, 2024

The library is accepting other quotes for HVAC PM. The library will use West Maintenance when possible for other work.

Review Chapters 8-10 of *Standards for Illinois Libraries*

There was discussion on making sure policies were being updated within the required timeframes. Bianca said the library was going to print the minutes from city council and put in a binder in the Hoffman room when the room becomes a special collection space.

Presidents Items: Director's Evaluation

There was discussion on the upcoming budget and the need to determine what the wage increase will be for staff and the library director. The Director will need to determine the wage increase for library staff and provide to the board. The Board will then determine the wage increase for the director.

Van distributed the director review sheets. He would like the director review to be returned to him by August 15. They can be emailed or dropped off to the library. The acting director and circulation supervisor will also be offered the opportunity to provide feedback.

Public Comment: None.

Meeting adjourned at 5:17pm