

August 26th, 2024 EMPL Board of Trustees Meeting Minutes

President Van Thompson called the August 26th meeting of the Library Board to order at 4:00pm.

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

Absent: Sheryl Hanson

Also Present: Bianca Sierra

Introduction of Visitors: None

Consent Agenda:

Bianca explained that the bills paid was missing UHC payment as the check was fraudulently cashed. By the time the bill was paid, it was August. Bianca has requested that this bill be moved to ACH and is awaiting reply from city finance department.

James A made a motion to approve the consent agenda. Pam seconded.

Motion passed.

Financial Reports from the City of East Moline:

The director shared she met with Mark and Kimberly and further discussed the library budget. The director asked again about the funds the city added to the library capital improvement fund. Kimberly said the financial software determined the account was owed funds. The funds will not be removed at a future date.

Van pointed out the general fund does not balance. The assets don't match the liabilities. The city has moved to BS&A software which has a sophisticated reporting system. We will continue to monitor the account once the transition has been completed.

Van asked about the misc. income deposited. The director said it was the money from the FRIENDS to help pay for the book drop. The Morning Optimist Club also donated money for sensory boards. The director will make sure the book drop is paid for by the capital improvement fund and general fund to account for the FRIENDS donation.

Library Report:

Van asked if the director evaluation should be changed at all to match what the library does. It was decided to continue doing things as the board has been.

The director shared feedback from staff regarding health insurance changes.

The director shared the most current update on the HVAC issues. Water is not being caught in the trap or routed in the tubing. Ragan made more adjustments and will continue working with mechanical to determine what can be done.

Committee Reports:

The policy committee met to review the Circulation, Behavior, Reference, and Internet Policy. The director provided a list of all library policies and when they were last updated.

Business:

Action: Approval final IGA with City of East Moline

James A made a motion to approve final IGA with City and Pam seconded.

Motion passed.

Action: Approve Circulation Policy, Behavior Policy, Reference Policy, and Internet and Computer Use Policy

The director shared any changes that were made the policies. There was discussion on animals in the library and how staff are trained to handle animals in the library. The director explained the Book-a-Librarian service that has been added to library services. The director shared the library's plan for reaching unserved populations in the community.

Chris made a motion to approve all policies. Lynn seconded.

Motion passed.

Action: Approve library closure on November 12 for staff in-service

Debbie made a motion to approve library closure. Pam seconded.

Motion passed.

Discussion: Outreach Vehicle

There was discussion on whether or not there was a used market for library vehicles. Financing options was also discussed. Another concern is where the vehicle will be stored and if it can be parked outside. The director will continue to get additional quotes on consultants. There was discussion on how the vehicle will be used and reaching patrons that are unable to get to the library or using other libraries.

Review Chapters 11-13 of *Standards for Illinois Libraries*

The library will need to create a long-range technology plan and to be ADA compliant on the library website in the next couple years. The library also needs to develop a marketing plan and social media guidelines.

Board Continuing Education

The director provided information about iLead and an upcoming webinar through PrairieCat. The director shared information about OMA training and how to create an account and complete training for anyone who has not completed training or needs a refresher.

Presidents Items:

Van suggested moving board meetings to 3:30 since meetings have been longer with the new library director. Moving forward the board will meet at 3:30.

Closed Session - Call for a closed session to discuss the appointment, employment, or dismissal of employees per 5/ILCS 120/2 (c) (1)

The board went into closed session at 5:29 to discuss the evaluation for the library director. The board came out of closed session at 5:46.

Public Comment: None.

Meeting adjourned at 5:46pm