

## September 23, 2024 EMPL Board of Trustees Meeting Minutes

President Van Thompson called the September meeting of the Library Board to order at 3:31pm.

**Present:** James A. Hoffman, Van Thompson, Debbie VanderBeke, Pam Muehling, Chris Hume, Lynn Colgan, Evelyn Stokes, Sheryl Hanson

**Absent:** Trish Burnett

**Also Present:** Bianca Sierra

**Introduction of Visitors:** None

### **Consent Agenda:**

Reviewed meeting minutes and purchase card spending in the amount of \$9,057.45. The director shared the large Amazon purchases were the sensory panels purchased with funding from the Morning Breakfast Optimist Club. The director also shared the Microsoft store charges were for individual licenses for Minecraft for the Minecraft club program.

The invoice report provided by the City of East Moline was incomplete due to software issues and will be provided at the October meeting for approval.

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

Motion passed.

### **Financial Reports from the City of East Moline:**

The board reviewed the newly formatted reports from the new BS&A software. The board liked the second, condensed paid invoice report layout. The paid invoice report did not include all the August purchases/invoices. A helpdesk ticket has been submitted by the City to BS&A. Additionally, the capital improvement fascia project was listed on the paid invoice report but had been paid out of the incorrect account which has been attributed to a conversion issue. The city is aware.

The balance sheet for August needs corrections. Most are due to converting to new GLS numbers. The director has sent corrections to the City.

Tax payments to the city are not reflected on the balance sheet. The director reached out to the city accountant and was told the city had received the county tax payments but they had not been credited to the library general fund yet. There was no reason given as to why this has not been credited. The director will follow up with the finance department supervisor.

Van requested that the budget reports be separated by a blank page so they are easier to distinguish.

### **Library Report:**

The director reviewed the monthly stats, including YTD circulation trends. There was discussion on how to increase physical book circulation and continued investment in digital materials.

There was discussion on whether or not to change out the bars on the doors so they can be manually locked. The current equipment is not configured to accept a manual lock. The board requested the director pursue pricing and to at least replace the bar on the north door. Changing the locks to manually will increase library safety and save money on annual software updates for the doors.

Discussed West Maintenance over charging hours for minor repairs and changing the scope of work for the flower beds which resulted in over an additional \$2000 in work. West Maintenance is contracted to complete work on the book drop. The director has consulted with the attorney firm Ancel Glink on next steps for getting the book drop work completed. The director emailed Troy, the owner of West Maintenance, on September 13 requesting a start date for this work. He has not replied. The director will send another email requesting a start date.

The director shared an update on the sewage backup that occurred on September 20. Everything has been cleaned/repaired/replaced that was damaged.

### **Committee Reports:**

Reviewed the minutes from the finance committee meeting in August.

### **Business:**

#### **Action: Approve library contribution of health insurance, library contribution for FSA, and FSA contribution maximum for 2025.**

The director and board president recommended setting the library contribution for insurance to 90 percent per individual covered. The director is recommending a one-time FSA contribution of \$500 per staff in order to assist with the transition for increased insurance cost for staff. The director is recommending setting the FSA contribution total limit to \$1000.

Chris made a motion to approve the director's recommendations. Debbie seconded.

Motion passed.

#### **Action: Approve Library Board meeting dates for 2025**

Annual meeting dates must be posted before the beginning of the year.

Pam made a motion to approve proposed dates. Debbie seconded.

Motion passed.

#### **Action: Approve permissions for the library director to enter into a long-term meeting room usage agreement with Accurate Biometrics.**

Accurate Biometrics has requested use of a library meeting room one day a week from 9am-5pm for a year beginning on October 14. They will pay \$50 fee for private rental for each reservation. There is nothing in the current Meeting Room Policy that prevents long-term usage. The director recommends updating the Meeting Room Policy to include language specific to the reviewing of

long-term usage requests. The room is currently available at this time and there is no cost to the library.

James A made a motion to approve permission. Sheryl seconded.

Motion passed.

### **Review draft of 2025 Budget**

The director shared the draft of revenue, general fund budget, and building budget. A GLS line was added for rebates and refunds. Budget lines related to staff increased due to cost of living, merit raises, and hiring of 3 librarians.

Discussed having a budget or plan for capital improvement projects.

Once the final EAV is received, the finance committee will meet to review final numbers.

### **Discuss Hampton Library District Contract Renewal**

The director shared feedback from the Hampton Library District library board that they should receive more services for the percentage of levy they are giving to the library. The Hampton Board is interested in decreasing the levy given and receiving more services and support from EMPL on completing their board duties and tasks. They prefer an arrangement similar to Silvis and Rock River Valley District.

The library board would like to continue contracting with Hampton Library District and will discuss further at the next finance meeting. The general feeling is that Hampton should compensate the EMPL library director for needed services and decrease the percentage of the levy given to EMPL to pay for the services.

### **Review Illinois Gives Tax Credit 2025**

Discussed information provided by the Moline Community Foundation regarding 2025 Illinois income tax credit for donations. Van will follow up with Paul with additional questions.

### **Board Continuing Education: 10 things to know about OMA**

Reviewed document highlighting important information regarding OMA law.

**Presidents Items:** None

**Public Comment:** None

Meeting adjourned at 4:57pm