

October 28, 2024 EMPL Board of Trustees Meeting Minutes

President Van Thompson called the October meeting of the Library Board to order at 3:30pm.

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

**Absent:** None

**Also Present:** Bianca Sierra

**Introduction of Visitors:** None

**Consent Agenda:**

Reviewed meeting minutes and purchase card spending in the amount of \$9,433.05. Reviewed the updated bills paid for August. The director had to supplement bills that were not included in BS&A reporting due to the date the switching of software occurred in the middle of the month. The total bills for August was \$85,391.33 which included the fasica replacement bill of \$54,800.80. Total bills paid for September was \$36,548.08.

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

Motion passed.

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

The director shared updated property tax payment from the city and PPRT distribution from the city. There was discussion on the report which listed \$54,800.80 being transferred from the Building Fund to the Capital Improvement fund. This is incorrect as the money was transferred from the Library Foundation Fund to the Capital Improvement fund at the end of 2023. The director will follow up with the city finance department.

The director shared that she is waiting for a reply from the finance department regarding the correct number for health insurance paid YTD.

The BS&A reporting has a lot more information and the director will work with the city finance department to address any questions the board or director have.

The endowment report was discussed and the director shared that the majority of the donations are from the Joan Hendricks memorial, and there will be additional donations for the Shirley Billings memorial. The library plans to withdraw the annual distribution. Van asked that Bianca request the distribution in writing.

**Library Report:**

The director shared that there were over 1500 people that attended the Haunted House events October 25 and 26. There was discussion about the changes to the fiction room and plan move some of the NF titles upstairs to increase visibility and circulation. LP new titles will also be moved upstairs. Van suggested considering adding study rooms downstairs.

Discussed staffing changes and increase in hours to existing employees in lieu of replacing the clerk who resigned. The director shared that the new custodian is doing well and has heard good feedback from the circulation supervisor.

1000 Books of Before Kindergarten was discussed including logo and using Beanstack to keep track of books read.

There was discussion on the water that is entering the basement in the tech area. Russell Construction is assisting with how to move forward. We are waiting for it to rain again enough for water to come in.

The director will move forward with changing the locks on the main doors so staff can manually lock and unlock instead of having them automatically unlock and lock.

Van asked about how Accurate Biometrics usage of the Hoffman room was going. Has been going well except for an equipment malfunction.

### **Committee Reports:**

Discussed organizational chart and changes planned for June of 2025.

Discussed the cost of the outreach vehicle. The director share information about Bettendorf Library and their library vehicle they are raising funds for. Discussed where the vehicle will go including schools, outdoor events, senior centers, areas of low library card owners, and parks. The vehicle will be parked in the parking lot.

Discussed the contract with the HPLD and that we are currently awaiting their next board meeting before working on a new contract.

Discussed fundraising for outreach vehicle. The director will email the donor pyramid provided by Moline Foundation. Van suggested approving the fundraising campaign to begin January 1, 2025. There was discussion regarding hiring SVS as a consultant and the benefit of using a consultant.

James A requested that the director makes sure to include the upcoming meeting date under "Items to be placed on next agenda."

### **Business:**

**Action: Approve budget for 2025.** Tabled until December 2 so that the director can add expenditures for capital improvement and correct missing expenditures from building funds.

**Action: Approve Resolution no 2024-01:** Motion to levy .02 percent for the building fund. James A. made a motion to approve the resolution. Debbie seconded.

Motion Passed.

**Action: Approve Acceptance of SVS proposal for phase 1 and 2.:** Pam made a motion to accept the proposal for phase 1 and 2. Lynn seconded.

Motion Passed.

**Review 2025 Committee Dates:** The director will post the meeting dates outside of the Baecke A meeting room.

**Review 3<sup>rd</sup> Quarter Strategic Plan Update:** The director shared a color-coded document that showed action items and corresponding updates. The document also included 4<sup>th</sup> quarter plans.

The story walk was discussed and Debbie shared that a new book has been selected. The director will reach out to find out what the new book is.

**Presidents Items:** None

**Public Comment:** None

Sheryl Hansen shared that her last meeting will be December 2 as she is moving to Moline.

Meeting adjourned at 4:45.