

## December 2, 2024 EMPL Board of Trustees Meeting Minutes

President Van Thompson called the October meeting of the Library Board to order at 3:33pm.

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

**Absent:** None

**Also Present:** Bianca Sierra

**Introduction of Visitors:** None

**Consent Agenda:** No questions regarding the P-card spending. Sheryl asked how much carpet was cleaned during the sewage overflow emergency. The area next to the restrooms on the first floor and the tech desk area on the second floor. Pam made a motion to approve the consent agenda. Chris seconded. Motion passes.

**Financial Reports from the City of East Moline:** The Director will be reviewing all the library balance sheets and budgets with the finance director to double check that everything was transferred accurately to the new software. According to the finance director, the projected end of the year fund balance for FY 24 is \$387,410.87.

**Library Report:** Staff in-service was discussed. Van asked if it would be beneficial to have 2 in-service events a year, but that would require closing the library. Common practice is to do a full-day in-service once a year. The Director will ask staff if they would like two half days instead of a full day. The Director will also follow up with other Illinois libraries to see how often they are doing staff in-service days. There is a monthly staff meeting.

There was discussion regarding the water coming up in the basement in the tech area during rain. Russell is continuing to work on the issue and determine next steps.

The Director is going to research options for phone service after the service contract ends next year. The phone service disruption did not seem to have a large impact on library service. Staff could still use phones internally.

Tri-city provided a quote to bypass the current system to fix the light in the downstairs public bathroom. The Director would like to continue to track down which company can program the lights.

**Committee Reports:** Reviewed minutes from building committee meeting. There was discussion regarding the drive-through book return. Russell has provided a quote for an extension and is still working on a quote for a window. It was suggested to revisit an exterior book drop. The location suggested was next to the alley by the staff entrance. This would alleviate the burden on staff to empty it since it is so close to the building.

### **Business:**

**Action 1: Approve final draft of 2025 library budget.** Debbie made a motion to approve the library budget. Chris seconded. Motion passed.

**Review Updated Meeting Room Policy:** The Director updated the policy to limit the amount of time the study rooms can be reserved at any one time. This is to prevent abuse of meeting rooms by patrons booking the room for the entire day, every day. The Director would also like to limit booking of the Baecke room to 60 days so library staff can reserve the room for programs before patrons.

**Review Fiscal Sponsorship Agreement:** The finance committee will meet on December 12 to discuss funding of the Outreach Vehicle and fundraising campaign. There was discussion on grant application and the level of involvement by Moline Foundation. There was discussion on how money will be raised. The finance committee will continue to take the lead on this campaign and update the board as it progresses.

**Action: Appoint new secretary:** Debbie volunteered to be interim secretary. There will be an official election in April.

**Presidents Items:** Van presented Sheryl with a gift from the library trustees for her 29 years of service to the board.

**Public Comment:**

Meeting adjourned at 4.33.