

January 27, 2025 EMPL Board of Trustees Meeting Minutes

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

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

Absent: None

Also Present: Bianca Sierra

Introduction of Visitors: None

Consent Agenda: Reviewed P-card and bills paid for November 2024 and December 2024. The Director shared that staff with p-cards are keeping track of all their itemized transactions and those reports will be available to the board each month. No questions. James A made a motion to approve the consent agenda. Debbie seconded. Motion passed.

Financial Reports from the City of East Moline: Reviewed Account Balance Report and Budget Report from the City of East Moline for November 2024 and December 2024. Reviewed preliminary FY 2024 end of year numbers from the city finance director. The preliminary numbers are closer to what the library expects them to be but there are still concerns, specifically with the Lib Cap Improvement fund and general fund. The Director shared concerns with the finance director who is going to continue to work on numbers. Our main concerns are that all of the tax revenue and PPRT has been deposited into the correct library accounts. Another concern is the balance in the Cap Imp fund. The number was not converted correctly when the city migrated from Cassell to BS&A. We have asked the city for an account of revenue and expenditures from this account in 2024.

Linda asked if the library could keep track of our own budgets for checks and balances with the city. There is not library staff time to keep track of the library finances and the library is contracted with the city to provide this service. We also feel the library should not have to pay someone internally and pay the city to do the same job.

Library Report: There was discussion on the new HR position including number of applicants and job responsibilities. There was brief discussion on the bathroom light. The Director shared the positive experience with CTI and their willingness to void our bill after not being able to program the light. We will revisit the basement floor issue in the spring when it starts raining again.

Van asked about Unique and how that relationship was going. The Director has enjoyed working with them and each month we are sending additional folks to Unique that owe the library for materials.

The Director shared the formatting of the library stats will change next year so each month can be compared over the course of the year.

Committee Reports: The policy committee reviewed the volunteer policy/application/waiver, the collection development policy, and social media policy. They offered suggestions to the Director who implemented suggestions into the final drafts the board is voting to approve. The finance committee met with Hampton Public Library District to discuss the terms of the new Inter-governmental Agreement to begin in July of 2025. The main goal was to be specific in what clerical

services EMPL will provide to HPLD and how much of HPLD levy will be given to EMPL. After this meeting, the Director drafted an IGA and shared with finance committee. Van suggested decreasing the percentage levy to 85% and increase the amount of support for the library vehicle from HPLD to 5%. This would create a revenue line for the library vehicle. The Director will incorporate those suggestions to the final draft and send to Ancel Glink for review.

Business:

Action 1: Approve Volunteer Policy and Application/Waiver. There has been a lot of interest in volunteering from the community so the Director and Volunteer Coordinator (Abby) have been working on how to integrate volunteers into the library. After research insurance options and other libraries, the Director has decided to have volunteer applicants sign a waiver in lieu of insurance. The Director also wrote a volunteer policy which was reviewed by the policy committee in December. Chris made a motion to approve the Volunteer Policy and Application/Waiver. Lynn seconded. Motion passed.

Action 2: Approve Collection Development Policy and Material Request for Reconsideration Form. The Director explained the purpose of this policy which is to outline how the library evaluates materials to purchase, maintains their collection, and evaluates which items to remove from the collection. This policy was previously called the Acquisition Policy. The more modern term is Collection Development which is why the name was changed during the update. The Director also updated the Material Request for Reconsideration form and explained the purpose of that form. The board would like the Director to include information about received forms in the library report but the board has elected not to review each form at this time. Pam made a motion to approve the Collection Development Policy and Material Request for Reconsideration form. Debbie seconded. Motion passed.

Action 3: Approve Social Media Policy. The Director shared that at ILA the library attorney from Ancel Glink presented on Social Media in libraries and provided a pdf guide to creating a social media policy which the Director used to create this policy. The Director explained the purpose of social media policy was insure the library was not infringing on First Amendment rights and to list what types of communication can be removed by the library from social media. Debbie made a motion to approve the Social Media Policy and Pam seconded. Motion passed.

Presidents Items: Van provided an update on the Swanson Bequest.

Public Comment: None

Meeting adjourned at 4:30pm