

February 24, 2025 EMPL Board of Trustees Meeting Minutes

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

Present: Van Thompson, James A. Hoffman, Linda Nelsen, Lynn Colgan, Debbie VanderBeke, Evenlyn Stokes, Pam Muehling

Absent: Chris Hume, Trish Burnett

Also Present: Bianca Sierra

Introduction of Visitors: Allison Senkbeil

Consent Agenda: Reviewed previous meeting minutes and purchase card spending. The Director included a breakdown of individual purchases made by the employee purchase cards. The board president indicated that the Director did not need to include those in the board packet moving forward. There was a brief discussion regarding the health and dental insurance payments being made by ACH and the city finance department still working out how to include those in the paid report. Debbie made a motion to approve the consent agenda. Pam seconded. Motion carried.

Financial Reports from the City of East Moline: The Director reviewed the notes regarding the end of year financial report provided by the city administrator and January finance reports. The numbers provided by the city are not final. We do have a good idea where our numbers have landed. Overall the library budget underspent by around \$80,000. These funds will be used to increase the library capital improvement fund and increase the general fund balance which currently is only able to support 3-4 months of purchases. Our goal is to continue increasing this fund balance so the library is able to pay their bills through the first tax distribution in July.

Library Report: The Director created Trustee Handbooks and distributed to each trustee. These will be updated annually. Interviews were completed for the new HR Coordinator and a candidate selected. Their start date was February 24. The basement floor has remained dry. There was a small roof leak in the adult fiction on Feb 22, potentially due to the melting snow. We will continue to monitor and schedule a roof inspection if needed. The YA shelving project is complete. In March the Director will be working on training the HR coordinator, purchasing furniture for the Hoffman room, updating job descriptions, and updating several policies from 2022 that are due for review.

Committee Reports: The personnel committee met in January and reviewed the updated employee handbook. They also reviewed the updated organizational chart and library team chart. The Director shared future plans for staffing as positions become open. This includes hiring an assistant director as funds allow.

Business:

Action 1: Book Return and Drive-Up Window was tabled until March. At this time the City finance department is unable to provide an accurate fund balance for the capital improvement fund. We hope by the next meeting we will know what those funds are. In the meantime the Director will contact Russell and find out what additional costs we can expect that are not included in the quoted price. If possible, we would like to schedule the book return extension (which was previously approved by the board) with the caveat that we might add on the drive-through window.

Review Strategic Plan 2024 Q4: Reviewed the strategic plan priorities and progress made for each of the goals. The library continues to expand programming and outreach. The reference librarian made a lot of progress on the revamped Book Ahead service and assisted 21 people with notaries. The Director has taken the lead on 1000 Books before Kindergarten. In December we began taking baby bags to MercyOne Genesis for newborns. The program was ready to launch at the end of December. The library received donations to purchase furniture for children's area and Hoffman room which will be used to maximize and improve those space.

Outreach Vehicle Update: The Director provided an update via email from the vehicle consultant. He is recommending the library purchase a van. Van vs cutaway was discussed and ultimately the van does seem the way to move forward. The PR team at the library is working on a logo for the campaign and other marketing. The slogan is "Expanding Our Reach." The finance team and Director will continue working on funding for the vehicle.

Hampton Public Library District: The Director shared the most recently updated agreement for services. The EMPL attorneys reviewed and provided updates which were reviewed by the HPLD board in February. After a few minor edits, the HPLD will take the final draft to their attorney for review.

Presidents Items: None.

Public Comment: None

Meeting adjourned at 5:07