

March 24, 2025 EMPL Board of Trustees Meeting Minutes

President Van Thompson called the March meeting of the Library Board to order at 3:37pm

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

Absent: Pam Muehling, Trish Burnett

Also Present: Bianca Sierra

Introduction of Visitors: None

Consent Agenda: Reviewed minutes of previous meeting. There were no changes. Reviewed purchase card spending. The Director shared that Overdrive is going to begin charging credit card fees so those purchases will be by check in the future. James A asked what the Microsoft Java Minecraft purchase of \$8.67 was for. The Director shared it was for the Minecraft program. No further questions related to the purchase cards. Reviewed bills paid. The Director shared that the January and February UCH payments were deducted which was why the total was a little higher than normal. No further questions.

Debbie made a motion to approve the consent agenda. Evenlyn second. Motion passed.

Financial Reports from the City of East Moline: Reviewed the Revenue and Expenditure Report from the City of East Moline. The Director highlighted the errors that will hopefully be corrected by the city by the end of the month. The City has not closed out FY 24 and has not provided final numbers for the library budgets.

Moving forward the Director will keep track of all library revenue and expenses so the library is not dependent on the city to calculate the information.

Committee Reports: Reviewed unapproved meeting minutes from the February finance committee meeting. No questions.

Library Report: Reviewed the Director's library report and reports from programming and reference. Rita Cunningham is retiring March 28 and interviews for her replacement are current being conducted. The new HR Coordinator has completed their preliminary training.

The Director is issuing a 6-month ban to a juvenile that came onto library property and assaulted another juvenile.

The Director highlighted the success of the juvenile snack pantry that was initiated by the programming department earlier in the month. This is sponsored by the Library Teen Leadership Council Royal Neighbors and the FRIENDS of the Library Royal Neighbors. Linda recommended reaching out to Cosco and Sam's club regarding discounted snack items.

Business:

Action 1: Approval of the Book Return Extension and Drive-up Window was tabled until April due to insufficient fund information from the City of East Moline.

Action 2: Lynn made a motion to approve the Agreement for Services with Hampton Public Library District. Chris seconded. Motion Passed.

Action 3: Discussion of closing early on July 3rd including closing at 4pm instead of the proposed 5pm. This will allow staff plenty of time to attend the annual Fourth of July festivities. James A made a motion to close at 4pm on July 3rd annually. Chris seconded the motion. Motion passed.

The First Quarter of 2025 updates to the Strategic Plan were reviewed. The library is currently up to date on all goals and assigned tasks.

The Director and President attended OMA webinar and shared a few issues that need to be rectified by the board. It was decided the Policy Committee would review those issues and implement the resolutions into the updated bylaws.

Presidents Items: None

Public Comment: None

Meeting adjourned at 4:46pm