

Date, 2024 EMPL Board of Trustees Meeting Minutes

President Van Thompson called the April 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: The minutes of the previous meeting were reviewed. The purchase card spending and bills paid were reviewed. The Director shared that staff attending the Youth Services Conference prepaid their hotel then were sent to a different hotel. There are two sets of charges and the refund should appear on the next statement. Van asked for clarification regarding Guardian insurance. Guardian is the dental and life insurance. The payments were made monthly but the City reconciled them all in April. Debbie made a motion to approve the consent agenda. Chris seconded. Motion passed.

Financial Reports from the City of East Moline: Van requested that the Van Fund statements be included in the financial report. There were several inaccuracies on the Revenue and Expenditure Report that the City has since corrected or is working on correcting. This information is being documented on a spreadsheet and was provided to the Board.

Library Report: The Director reviewed the library report and provided updates on the mechanical room, basement water leak, and sump pump. Jamie Hoxsey has started as the new evening and Saturday clerk. Abby Sauer has submitted her resignation and accepted a job at Bettendorf Public Library. We have no new information on the Swanson bequest. We will continue to apply for grants for vehicle funding. The secretary for HPLD was absent from their April meeting so they did not vote to approve the Agreement for Services. The library will be leasing a color copy machine for the public and removing the programming copy machine. The Director has received a quote from TBS for print management and to add payment kiosk. The Director also reviewed a quote for a scanner for the Hoffman room. Midland Technologies submitted a quote for phone and internet service. Lastly, Paragon has submitted a package for furniture the Hoffman and Story Time space.

Committee Reports: The policy committee reviewed four updated policies: Authority to Spend, Gift, Security Camera, and Programming. Those policies are ready for board approval. The committee also reviewed the Library Board bylaws and submitted requested updates to the Director. The Director will have the updated bylaws draft available for the policy committee to review in June.

Business:

Action 1: James A made a motion to approve the Authority to Spend Policy, Gift Policy, Security Camera Policy, and Programming Policy. Lynn seconded. Motion passed.

The Director provided the updated FY 24 year end Capital Improvement Fund balance and recommended to move forward with the Book Extension Project. The project will be scheduled soon.

Candidates for the May election were discussed. Van will run for President, Chris will run for Vice President, and Debbie will run for Secretary.

Chris, Van, Pam, Evenlyn, and Linda volunteered to help serve food at the Summer Reading Kickoff event on May 29 at Hereford Park.

Presidents Items: None

Public Comment: None

Closed Session: The board went into closed session at 4:30pm.

Meeting resumed at 4:50pm and adjourned at 4:51pm.