

May 19, 2025 EMPL Board of Trustees Meeting Minutes

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

Present: Van Thompson, James A. Hoffman, Lynn Colgan, Debbie VanderBeke, Pam Muehling, Chris Hume, Evenlyn Stokes; Linda Nelson arrived at 4:07pm

Absent: Trish Burnett

Also Present: Bianca Sierra

Introduction of Visitors: None

Consent Agenda: Reviewed minutes of previous meeting. No questions. Reviewed purchase card report spending. The Director shared that the payments made to Aimee Paschov, Noel Huntley, and Bianca Sierra were for mileage. Reviewed the paid invoice report. Debbie made a motion to approve the consent agenda. Pam seconded. Motion passed.

Financial Reports from the City of East Moline: Reviewed the Revenue and Expenditure Report and Account Balance Report from the City of East Moline. The Director explained the PerCapita allocation into the Grant fund was due to a GL number error on the FY 2025 budget. The Director has the updated GL and will use that moving forward. The Director has requested to the City the allocations be moved from Grant to PerCapita. Van asked the Director to find out why the library was not receiving interest payments. The Outreach Vehicle quarterly financial from The Moline Foundation update was also reviewed.

Committee Reports: Reviewed unapproved meeting minutes from the April Building Committee meeting and May Finance Committee meeting. The outdoor furniture assembly is in process. Russell should begin installation of the new book extension soon. The Director submitted the Capital Asset plan to the City as requested using figures from the architect group (HGA) that was in charge of the renovation project. The Finance committee reviewed the information regarding health insurance provided by the City and staff feed back and is recommending we continue with library insurance. Van shared that he reviewed the Employee Work Study the City did in Fall of 2023 and that the finance committee would be reviewing the Director's salary for 2026.

Library Report: Reviewed library report. Director provided an update on the search for an Outreach and Programming supervisor and other potential changes this summer. The Director provided updates on several building issues including the HVAC refrigerant leak, water entering into the tech area in the basement, book extension, and outdoor furniture. The FRIENDS voted to approve spending on the TBS coin Kiosk and half the scanner price. The Director will move forward with TBS and Paragon on those projects. The Director obtained a quote for internet service from Metronet that was lower than Mediacom but the library is under contract with Mediacom until early 2027. Will revisit at that time. The HPLD has a meeting scheduled May 27th to approve the agreement for services with EMPL.

Business:

Action 1: Election of officers for two-year terms. James A made a motion to approve Van Thompson as President, Chris Hume as Vice President, and Debbie VanderBeke as Secretary. Pam seconded the motion. Roll call was done with 8 yes votes and 1 absent.

Action 2: Early closing August 14th: James A made a motion to approve the library closing at 3:30pm on August 14th so that the library parking lot can be used during the Freedom Run. Lynn seconded the motion. Motion passed.

Discussion on whether or not the library should house 4 EV chargers from Metrolink. The board agreed this would be a great addition to the library parking lot. There were questions as to whether the library would be expected to handle complaints or if those complaints could be directed to the City.

Reviewed 1-3 Standards for Illinois Libraries. Van asked if the library had an ADA Policy as there is not one listed on the website. The Director was not familiar with a policy and will begin working on one. The Building Committee will review the maintenance checklist in more detail and work on getting all if the items up to date.

Presidents Items: Van shared that Trish had submitted her resignation from the Board of Trustees. Van also asked for additional information regarding Summer Reading Kickoff.

Public Comment: None

Meeting adjourned at 4:39pm