

January 26, 2026 EMPL Board of Trustees Meeting Minutes

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

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

Absent: Linda Nelson, Mereleena Olvera

Also Present: Bianca Sierra

Introduction of Visitors: Celeste

Public Comment: Celeste requested the library refund \$217 that she paid to the library last July for materials she had checked out on her account and lost. Celeste also noted she lost another library book for \$34 and wants the library to take that off her account. The library board affirmed their previous decision to uphold the library Circulation Policy which states library materials must be returned in order to receive a refund on paid bills.

Consent Agenda ACTION: Reviewed minutes of December 1 meeting. Reviewed purchase card spending for November and December. Reviewed bills paid for November and December. Director noted irregular expenditures due to staff inservice. Debbie made a motion to approve the consent agenda. Pam seconded. Motion passed.

Financial Reports from the City of East Moline: Reviewed end of year Revenue and Expenditure report, account balance reports through December, fourth quarter library endowment report, and fourth quarter library vehicle fund report.

Library Report: The library conducted staff surveys which were reviewed by leadership. In 2026 we will prioritize supporting staff with development opportunities and life/work balance. Surveys will continue two times a year. The Director has set aside funding for temporary tech services support to start working on updating the spine labels throughout the library collection. Additional staff are also being trained on tech services to offer support to the tech services team. Robert Young Center is considering having weekly office hours at the library. Director provided an update on the stolen laptop and three other patron incidents in the month of December and January. MetroLink has requested an additional parking space for EV charging vehicles. The Director advocated for not losing another parking space and asked that MetroLink refer to the guidelines in the IGA to request additional parking spots to lease. Some of the library tiles adhesive has reacted with water from the concrete and need to be repaired. The library vehicle campaign is officially launching tomorrow with the newsletter. OP has ordered fundraising banners and a donation box. The Director has sent out the first wave of donation letters. The FRIENDS made a \$10,000 donation and are organizing dine to donate events. The HPLD has made their annual contribution towards the library vehicle. RFPs went out last week and are due February 6.

Committee Reports: There were no questions regarding the December personnel committee meeting.

Business:

Action 1: Reviewed the 2026 updates to the employee handbook. Linda G made a motion to accept the updates. Debbie seconded. Motion passed.

Action 2: There was discussion on whether or not patrons owing fees should be able to open new accounts in minor's name and if patrons owing fees should have all cards blocked where they are the responsible party. Van made a motion to update the Circulation Policy so that once a cardholder owes \$10.00 and is blocked from checking out that they will also be blocked from opening new library cards in a minor's name **and** cardholders owing more than \$50 will have all existing cards blocked where they are the responsible party for a patron under the age of 9 years old.

Action 3: Brief discussion regarding duties and responsibilities of the Vice President. Debbie made a motion to appoint Pam Muehling as Vice President effective immediately. Lynn seconded. Motion passed.

HPLD Agreement: The Director asked if anyone would like to request any updates to the agreement with Hampton Public Library District. The Director suggested adding a date to the January payment so the library could plan when the payment would be received by.

Strategic Plan Update: Director asked if there were any questions or comments regarding fourth quarter strategic plan updates. There were no comments.

Presidents Items: Brief discussion on potential future trustee should there be an opening in the future. Van also noted we should start forming the new strategic planning committee. The Director agreed and added that we should do a community survey to help guide the plan which would involve a few months of planning, implementation, and review.

Closed Session: Van made a motion to go into closed session at 4:53. Debbie seconded. At 4:59 the board returned to open session.

Action: Van made a motion to keep the April 28, 2025 closed session minutes closed and to open meeting minutes from February 26, 2024; June 30, 2025; and December 1, 2025. Pam seconded. Motion passed.

Meeting adjourned at 5:01pm.