

July 27, 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, Deborah VanderBeke, Mereleena Olvera, Pam Muehling, Tami Cox, Linda Nelson

Absent: Linda Gates, Evelyn Stokes

Also Present: Bianca Sierra, Livvy Menage, Rachel Ricketts

Introduction of Visitors: None

Public Comment: None

Consent Agenda ACTION: Reviewed the minutes of the June meeting. Reviewed purchase card spending for June. Reviewed bills paid for June. Debbie made a motion to approve the consent agenda. Pam seconded. Motion passed.

Financial Reports from the City of East Moline: Reviewed Revenue and Expenditure report for 2026 and Account Balance report for June. Reviewed the second quarter Endowment Fund Report and second quarter Library Vehicle Fund Report. There was discussion on how to allocate private donations. Donations specifically for the library vehicle will go into the Library Vehicle Fund and all other private donations will go into the Endowment Fund. We will finish our current library vehicle fundraising efforts through the end of 2026. There was discussion on where the carport for the library vehicle should be located, cost of continued maintenance, and adding another staff person for outreach.

Library Report:

The Director shared that the handbook had been updated to reflect the changes in staffing and the addition of an exempt library employee. The Director provided feedback on the performance of FBG custodial company. Once the library receives the security grant funding we will schedule work outlined in the grant. The public computers have had ongoing issues with printing. We are investigating a change in ransomware and ABS has been to the library a few times to try to find solutions. The Village Inn Fundraiser was successful and the RAYGUN store is still open. The board discussed the possibility of changing colors or shirt type. Livvy is going to request a breakdown of shirts sold to determine which shirts are performing the best.

Committee Reports: Reviewed the Policy committee report from June which included updates to the Reference Policy, Behavior Policy, and Bylaws.

Business:

ACTION 1: Reviewed the updates to the Reference and Behavior Policies. Pam made a motion to accept the updates to these policies. Debbie seconded. Motion passed.

ACTION 2: Reviewed the updates to the bylaws which included allowing board attendance by zoom if certain criteria is met. Debbie made a motion to approve the updated bylaws. Mereleena seconded. Motion passed.

ACTION 3: Reviewed the updated meeting room agreement with Accurate Biometrics for October 1, 2026 – December 31, 2027. James A made a motion to approve the meeting room agreement. Pam seconded. Motion passed.

ACTION 4: The board reviewed the individual budget amendments to the 2026 library budget and complete amended 2026 budget. Van made a motion to accept the budget amendments. Debbie seconded. Motion passed.

ACTION 5: The Director requested the library close early on Thursday 22 and close all day Friday and Saturday, October 23 and 24 for the annual Haunted House program. James A made a motion to approve the closures. Van seconded the motion. Motion passed.

ACTION 6: The Director requested the library close on November 10 for library staff in-service day. Pam made a motion to close the library November 10. Debbie seconded the motion. Motion passed.

ACTION 7: The board reviewed all the proposed updates and changes to the Employee Handbook. The handbook changes had previously been reviewed by Happy Human HR. James A made a motion to approve the changes to the Employee Handbook. Mereleena seconded. Motion passed.

Presidents Items: None

Closed Session: The library board went into closed session at 4:31pm. The library returned to open session at 5:20.

ACTION: July 24, 2023: Pam made a motion to open minutes. Debbie seconded. Motion passed.

ACTION: May 20, 2024: Pam made a motion to keep minutes closed. Debbie seconded. Motion passed.

ACTION: April 28, 2025: Pam made a motion to keep minutes closed. Debbie seconded. Motion passed.

ACTION: July 28, 2025: Pam made a motion to keep minutes closed. Debbie seconded. Motion passed.

ACTION: January 26, 2026: Pam made a motion to open minutes. Debbie seconded. Motion passed.

ACTION: March 23, 2026: Pam made a motion to keep minutes closed. Debbie seconded. Motion passed.

ACTION: May 18, 2026: Pam made a motion to keep minutes closed. Debbie seconded. Motion passed.

ACTION: Recorded Minutes: Pam made a motion to delete recorded minutes older than January 1, 2025. Debbie seconded. Motion passed.

Meeting adjourned at 5:24