

# MOLINE PUBLIC LIBRARY

## Library Board of Directors

8 October 2009

### Minutes

**PRESENT:** Dee Runnels, Regina Nelson, Todd Franzen, Scott Bull, Gary Koeller, Jan Parsons, Colleen Rafferty, Sara Wynn

**ABSENT:** Kay Peterson

**STAFF:** Interim Director Cynthia Coe, Robert Hafeman, Sue Wheatley, Bryon Lear, Christina Conklin, Deborah Shippy, Jan LaRoche

**GUESTS:** Ald. Lori Turner, Ald. Scott Raes

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#### I. BUSINESS MEETING CALL TO ORDER

President Runnels called the meeting to order as 12:03 in the Platinum Room at the Moline Public Library.

Runnels welcomed Gary Koeller to the Library Board. Gary was appointed to the Library Board to fulfill Krista Kruse's term after her resignation.

#### II. APPROVAL OF MINUTES

*Nelson moved to approve the minutes from the 10 September 2009 regular Library Board meeting previously distributed by mail to each Director. The motion was seconded and passed unanimously.*

#### III. DIRECTOR'S REPORT

- The second budget hearing with the City Administrator, Law Director and Finance Director went well. A proposed budget for FY2010 has been submitted and will be reviewed by the City Council at 8:30 a.m. on Saturday, 17 October.
- The power study was included in the board packet. Bull explained the power study and Hafemen will follow-up with Siemens to check the status of the study.
- The VOIP is scheduled for installation at the Library sometime in October. Lear and Wheatley will work closely with the City I.T. Dept. to make the change a smooth transition.

#### V. BILLS AS OF 30 SEPTEMBER 2009

The Directors reviewed the list of library bills as of 30 September 2009. *The payment of the individual bills, totaling \$61,360.41 was approved and ratified upon the motion of Franzen. The motion was seconded and passed unanimously.*

#### VI. CORRESPONDENCE

Included in Board packet.

#### VII. COMMITTEE REPORTS

##### A. Executive (Runnels, Nelson, Franzen)

The committee met 29 September 2009 in closed session to discuss the Library Director transition.

##### B. Building and Grounds (Peterson, Bull, Franzen)

No meeting.

**C. Policy and Public Relations (Parsons, Franzen, Wynn)**

No meeting.

**D. Art Committee (Parsons, Peterson, Runnels)**

No meeting.

**E. City Council Liaison (Lori Turner)**

No report.

**F. Finance Committee (Franzen, Rafferty, Runnels)**

Runnels passed out an outline of the proposed FY2010 budget that was submitted to the City. The City Council will review the budget during the budget work session being held at the Library on Saturday, 17 October. Runnels and Hafeman will attend on behalf of the Library.

**VIII. UNFINISHED BUSINESS**

- **Professional Services Agreement – Interim Library Director**

*Bull moved to approve the Professional Services Agreement as presented outlining the agreement between the Library and Interim Director Cynthia Coe. The motion was seconded and passed unanimously.*

**IX. NEW BUSINESS**

- **Committee Assignments (Runnels)**

Runnels assigned the following committee's for the 2009-2010 year.

**Building & Grounds Committee**

Peterson – Chair, Bull, Franzen, Koeller

**Policy & Public Relations Committee**

Wynn – Chair, Parsons, Rafferty

**Art Committee (Ad Hoc)**

Parsons, Peterson, Runnels

**X. OTHER**

- Runnels, Parsons and Peterson will host an orientation for new Library Board member, Gary Koeller.
- Ald. Raes will speak to Hafeman in regards to a \$1000 grant that is available.
- On Tuesday, 13 October a “delivery of the keys” ceremony will be held at 9:00 a.m. near the front doors at the Library.
- On Wednesday, 21 October the Library will host a “meet and greet” to introduce new Library Director Hafeman to the community. The open house will be in the Gold room at the Library from 4 – 6 p.m. Cookies and punch will be served. Parsons will work with Conklin to send out a press release.

**XI. ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 12:45 p.m.

**Approved:** \_\_\_\_\_

Pursuant to the Bylaws, these minutes were prepared by Sue Wheatley, Administrative Assistant, and have been reviewed and revised by Todd Franzen, Secretary of the Moline Public Library Board of Directors.