

MOLINE PUBLIC LIBRARY

Library Board of Directors

13 August 2009

Minutes

PRESENT: Krista Kruse, Regina Nelson, Dee Runnels, Scott Bull, Jan Parsons, Colleen Rafferty, Sara Wynn

ABSENT: Todd Franzen, Kay Peterson

STAFF: Cynthia Coe, Bryon Lear, Christina Conklin, Deborah Shippy, Lisa Williams, Barb Trapp, Clara Kangas

GUESTS: Ald. Lori Turner, Ald. Scott Raes, Law Director Jeff Lester, Human Resources Manager Amy Valdes

I. BUSINESS MEETING CALL TO ORDER

President Kruse called the meeting to order as 12:04 in the Platinum Room at the Moline Public Library. Kruse introduced Interim Director Cynthia Coe.

II. APPROVAL OF MINUTES

Parsons moved to approve the minutes from the 9 July 2009 regular Library Board meeting previously distributed by mail to each Director. The motion was seconded and passed unanimously.

Parsons moved to approve the minutes from the 22 July 2009 Special Library Board meeting previously distributed by mail to each Director. The motion was seconded and passed unanimously.

III. ANNUAL STAFF RECOGNITION

The following staff were recognized for their years of service to the Citizens of Moline and the Moline Public Library: Barb Trapp – 30 years; Bryon Lear – 15 years; Michael Crawford – 10 years.

IV. DIRECTOR'S REPORT

In addition to the written report provided by former Director Kee, Interim Director Cynthia Coe provided the following information:

- Clara Kangas, Interim Staff Liaison to the Friends of the Moline Public Library reported that the Friends have received a \$5,000 bequest from the estate of Barbara Park. In August, Friends provided funds for Children's DVD's to be used in conjunction with Children's storytime programs, as well as providing a book bag, gift certificate and funds for prizes for the library's 1,000,000th patron. The 1,000,000 patron is expected in mid-August.
- Interim Director Coe shared that starting August 17, 2009, Children's Computers would be made available for patrons age 12 and under, along with their parents/caregivers and that the Adult Department computers would be made available to patrons ages 13 and older.
- Coe recommended making entertainment VHS tapes available to patrons free of charge and changing the library's electronic video games circulation loan period to one week and to charge a fee of \$1.00. *Rafferty moved to accept the recommendation, effective immediately, as presented. The motion was seconded and passed unanimously.*

- Coe proposed sending three staff members to the ILA Annual Conference for an estimated amount of \$700. Coe noted that Williams will attend on her own, due to an ILA Awards Committee commitment. *Parsons moved to send Lear, Wente, and Belding to the ILA Conference. The motion was seconded and passed unanimously.*
- Coe thanked the Board for the Interim Director opportunity and noted she is having “fun” with the experience.
- Nelson expressed concern about the closed session minutes and inquired about Runnels having the sole key to this file. After discussion, Lester recommended that there should be at least two keys for this file. Kruse will keep the second key.
- Bull initiated a discussion of the payment plan for non-resident library cards for patrons in unincorporated areas of Moline. Coe noted that payment plans “work in libraries.” Nelson moved that non-resident library cards be available for purchase on a twelve month payment plan system. The motion was seconded and passed unanimously.

V. **BILLS AS OF 31 JULY 2009**

The Directors reviewed the list of library bills as of July 31, 2009. *The payment of the individual bills, totaling \$79,795.85 was approved and ratified upon the motion of Parsons. The motion was seconded and passed unanimously.*

VI. **CORRESPONDENCE**

Included in Board packet. Runnels passed out notes from Roosevelt kindergarten students and Lincoln Irving summer school students thanking the Children’s staff for their hospitality during recent visits.

VII. **COMMITTEE REPORTS**

A. **Executive (Kruse, Nelson, Runnels)**

The committee met August 3, 2009 with the Coordinators to discuss the transition period. Kruse thanked the Coordinators for doing a “wonderful job.” Kruse and Runnels met with Coe on August 11, 2009 to discuss her duties.

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

No meeting

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

The committee met August 27, 2009 to review the WiFi Policy, Meeting Room Policy, and the Technology Plan. *Parsons moved for ratification of the proposed changes. The motion was seconded and approved unanimously.*

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

The committee met with David Zahn and went through the WWII posters. The posters selected for sale will generate \$3500 for the Reher Art Fund. Faux painting the area behind the circulation kiosks was approved by the committee.

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

No report.

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

Franzen and Runnels met with Kee to review the FY 2010 Budget and to review the budget presentation to the City of Moline Committee of the Whole on August 11, 2009.

VIII. UNFINISHED BUSINESS

- Nelson inquired about the window washing proposals that were in the Board packet. Coe noted that it is typical to request references for such. Kruse referred the matter to the Building and Grounds Committee for review. The matter was tabled until the September Board meeting.
- Runnels moved to recognize prior library director Leslie Kee's role as the Project Manager for the new library building with an acrylic sign to be posted in the lobby. The plaque will be funded by Board member donations. The motion was seconded and passed unanimously.
- The library's Trivia Night has been rescheduled for August 28, 2009. Doors will open at 6:30 p.m. and the event will begin at 7:00 p.m.

IX. NEW BUSINESS

Kruse introduced Human Resources Manager, Amy Valdes. Valdes presented the Board with a consulting agreement draft for Cynthia Coe's services as interim Director. Lester explained that the Board cannot ratify a contract today, as per the Open Meetings Act, as the item was not on the August 13, 2009 agenda. Interview for the Director's position will be held on September 12, 2009.

X. OTHER

None

EXECUTIVE SESSION

The adoption of the following was moved by Wynn, seconded and unanimously approved:

RESOLVED that pursuant to the Open Meetings Act of Illinois the Board of Directors of the Moline Public Library go into closed session at 1:16 p.m. for the purpose of:

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, [5 ILCS 120/2(C)(1)]

The Directors votes as follows:

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| Runnels | Yes |
| Bull | Yes |
| Rafferty | Yes |
| Wynn | Yes |
| Parsons | Yes |
| Nelson | Yes |
| Kruse | Yes |

The Board of Directors of the Moline Public Library reopened the meeting after the closed session at 1:35 p.m. upon the motion of Wynn seconded and unanimously approved.

The Directors votes as follows:

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| Runnels | Yes |
| Bull | Yes |
| Rafferty | Yes |
| Wynn | Yes |
| Parsons | Yes |
| Nelson | Yes |
| Kruse | Yes |

No action was taken.

XI. ADJOURNMENT

There being no further business brought before the Board, the meeting was adjourned at 1:36 p.m.

Approved: _____

Pursuant to the Bylaws, these minutes were prepared by Sue Wheatley, Administrative Assistant, from notes taken by Lisa Powell Williams her at the meeting and have been reviewed and revised by Dee A. Runnels, Secretary of the Moline Public Library Board of Directors.