

# MOLINE PUBLIC LIBRARY

## Library Board of Directors

9 July 2009

### Minutes

**PRESENT:** Regina Nelson, Dee Runnels, Todd Franzen, Jan Parsons, Kay Peterson, Colleen Rafferty, Sara Wynn

**ABSENT:** Krista Kruse, Scott Bull

**STAFF:** Leslie Kee, Sue Wheatley, Christina Conklin, Deborah Shippy, Lisa Williams, Jan LaRoche

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

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#### I. BUSINESS MEETING CALL TO ORDER

Vice-President Nelson called the meeting to order as 12:01 in the Platinum Room at the Moline Public Library.

#### II. APPROVAL OF MINUTES

*Parsons moved to approve the minutes from the 11 June 2009 regular Library Board meeting previously distributed by mail to each Director. The motion was seconded and passed unanimously.*

#### III. LIBRARY DIRECTOR'S REPORT

- The Library is responsible for the cleanup of the Carnegie Building. Public Works does not have the staff to do so. There are a number of books and other things to be tossed – contents of closets, etc. After discussion, Kee will contact Arrowhead Ranch to see if they are interested in being hired to do the cleanup. If not she will then contact Regina Nelson and/or Lori Turner who know some college students.
- The idea of a portable sign was brought up at a recent Board meeting. Kee checked into it with the Planning Department and found that there is an ordinance which does not allow portable signs. Kee suggested that a firm be hired to design and build visible permanent signage for the Café.
- Ald. Armstrong asked that the Friends of the Library be acknowledged for their hard work and contributions to the Library at a City Council meeting. National Friends of Libraries Week is 18-24 October. A proclamation will probably be available on the FOLUSA website prior to that time that can be used by the City. It will need to be put on the Council Agenda in October.
- Kee authorized TruGreen to treat the grass for grub control. The cost is \$120.
- A Special Board Meeting will be held on July 22 at 2:00 PM in the Brass Room.
- The Library is expecting the millionth patron to walk in the Library during the third week of August.
- The Friends of the Library made \$4,134.70 during the book sale held in the Carnegie building.
- The Per Capita Grant is due on October 15<sup>th</sup>. Kee outlined the requirements that have to be met by the Board. Kee will email the information to the board for review. The required affirmations will be made during the September Board meeting.
- The Library received a \$100,000 DCEO grant from the State for construction costs. The grant mandated an audit which was conducted by McGladrey. The cost of the audit will come out of the Trust/CIP.

- Closed session minutes are located in the administration office in a locked cabinet. Secretary Runnels was given the only key.
- Kee will get three quotes from vendors to wash the windows (inside/outside) and bring them back to the Board for review.
- The power study results are in! The breakers and transformers that were replaced have seemingly fixed the problem. There are power spikes between midnight and 6:00 a.m. that are believed to be due to a software problem. Kee has contacted Ryan & Associates who will check the programming and the energy wheel.
- The Friends are still investigating getting a stage for the meeting rooms.

#### **IV. BILLS AS OF 30 JUNE 2009**

The Directors reviewed the list of library bills as of 30 June 2009. *The payment of the individual bills, totaling \$67,300.09 was approved and ratified upon the motion of Peterson. The motion was seconded and passed unanimously.*

#### **V. CORRESPONDENCE**

Included in the board packet.

Runnels passed out notes from the Roosevelt 4<sup>th</sup> and 5<sup>th</sup> graders and the Roosevelt Hearing Impaired Program thanking the children's staff for their hospitality during recent visits to the Library.

#### **VI. COMMITTEE REPORTS**

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

No meeting.

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

Kee suggested that the committee address the areas of the grass near the staff entrance and the east public entrance. The grass has died due to the salt that is put down during the winter months.

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

No meeting.

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

- The committee has decided against purchasing the Kaleidoscope that has been on display at the Library. The kaleidoscope presents a liability issue and also requires maintenance that the Library is not equipped to handle.
- Zahn will decide which WW II posters that the Library should keep. *Runnels moved to declare the WW II posters that Zahn decides the library should not keep, surplus with the proceeds to be deposited into the Reher Art Fund. The motion was seconded and passed unanimously.*
- Zahn has suggested the library find a display rack to display the WW II posters that the Library is keeping.

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

Turner congratulated Conklin and Williams for their Employee of the Quarter appointment.

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

No meeting.

**VII. UNFINISHED BUSINESS**

Peterson mentioned that the Trivia night that was scheduled for June 19 was cancelled due to a power outage at the Wells Fargo Lounge. The Trivia night will be rescheduled for a later date.

**VIII. NEW BUSINESS**

None

**IX. OTHER**

None

**X. 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, from notes taken by her at the meeting and have been reviewed and revised by Dee A. Runnels, Secretary of the Moline Public Library Board of Directors.