

# MOLINE PUBLIC LIBRARY

## Library Board of Directors

14 June 2007

### Minutes

**PRESENT:** Karl Huntoon, Krista Kruse, Stephen Witte, Brandon Keys, Regina Nelson, Jan Parsons, Kay Peterson

**ABSENT:** Darcy Callas, Dan Reynolds

**STAFF:** Leslie Kee, Mary Clark, Sue Wheatley, Christina Conklin, Bryon Lear, Deborah Shippy, Al VanWynsberghe

**GUESTS:** Alderman Lori Turner, Alderman Scott Raes, Alex Walters/Boy Scout Troop 610

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#### **I. BUSINESS MEETING CALL TO ORDER**

President Huntoon called the meeting to order at 12:00 pm in the Platinum Room at the Moline Public Library.

Upon opening the meeting, Kee introduced Alex Walters, Boy Scout Troop 610. Alex built a bench to obtain life rank and also his Eagle Scout Badge. The bench will be placed outside the east public entrance of the Library. On behalf of the Library Board, Huntoon thanked Walters for the gift and wished him luck as an Eagle Scout.

#### **II. APPROVAL OF MINUTES**

*Parsons motioned to approve the minutes, as corrected, from the 10 May 2007 regular Library Board meeting, previously distributed by mail to each Director. The motion was seconded and passed unanimously.*

#### **III. LIBRARY DIRECTOR'S REPORT**

- Marketing managers from OPN will be touring the Library on Friday, 15 June. Professional photographs will be taken of the Library to be used in OPN marketing.
- Bill Adams, former Alderman and Library Board Liaison has moved to Albuquerque, New Mexico where his wife Cindy will head the Red Cross.
- Quad-LINC disbanded this week. Everything is now considered PALS.
- Due to high usage of the internet at the Library, a third T1 Line will be added to accommodate users.
- Kee announced that either by the end of 2008 or beginning of 2009, the Library should surpass the millionth patron.
- Glass tops for the conference room table in the Platinum and Brass rooms have been purchased to protect the tables.
- Cecilia O'Brien, Mediacom representative, has again asked if the Library would consider renting the meeting rooms out to profit groups. She was informed that the meeting room policy was just reviewed by the Library Board and at this time, due to the popularity of the rooms with non-profit groups, the policy will not be changed.
- The DCEO Grant was signed by Mayor Welvaert and the Library will receive the first \$25,000 soon. The remaining \$75,000 will be received after project invoices are submitted.
- Team Moline from OPN is in the process of brainstorming ideas for the donor wall that will be displayed in the Lobby of the Library. They will work with the Board committee.
- On 5 September, the Library will host the PALS Trustee Orientation. Keys will be attending and Kee also invited Turner to also attend.

- Kee met with an ASI representative to discuss the remaining signage for the inside of the Library. A signage committee meeting will be set up to discuss the recommendations.
- Kee and Clark met with Glen Ball to discuss exterior signage. The signage should be in place soon.
- The public transportation bus stop drop-off has been moved.
- Kee passed out the presentation that the Park Board gave to the City Council.
- Kee announced that the Library Standards have been updated and was proud to say that the Library has met all the facility standards for a new library.
- The Vision 2010 has been updated and was passed out to all the Board members.
- The Executive Committee meeting, which was scheduled for 3 July will be changed and held on 12 July at 11:30 in the Brass room, directly before the regular Board meeting at Noon in the Platinum room.
- Kathy Carr gave the City Council a budget projection for the Library for the next five years. The projections are overstated due to higher than actual utilities expense projections.
- Two quotes have been requested from local vendors to install automatic doors at the east public entrance. Updates to follow.
- Kee and Clark will be attending ALA and will talk to vendors regarding security systems. Quotes will be requested by vendors. Updates to follow.
- Kee has quotes for new computers and will wait until quotes are received for the automatic doors and security system before proceeding.
- Peterson has volunteered to be a speaker at the Community Foundation of the Great River Bend to talk about the new Library. The meeting will be held at the Library on 29 June.
- The public terrazzo steps will be replaced; however the type of covering that the Interior Design Committee chose is not available. Kee will ask Johnson Flooring to provide more samples to choose from and will try to have them available at the next Board meeting.
- In July, Kee and Clark will meet with OPN to go over the punch list. Kee said that the building is under warranty for two years. This should enable us to complete the punch list.

#### **IV. BILLS AS OF 31 MAY 2007**

*The Directors reviewed the list of library bills as of 31 April 2007. The payment of the individual bills, totaling \$59,609.46 was approved and ratified upon the motion of Keys. The motion was seconded and passed unanimously.*

#### **V. CORRESPONDENCE**

Included in board packet.

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

##### **A. Executive (Huntoon, Kruse, Witte)**

No meeting.

##### **B. Building and Grounds (Peterson, Keys)**

No report.

##### **C. Policy and Public Relations (Parsons, Callas, Nelson)**

Parsons reported that a draft of the Dress Code Policy was included with in the Board packet. After discussion, *Parsons made a motion to adopt the Dress Code Policy as presented. The motion was seconded and passed unanimously.*

**D. Fund Raising Committee (Karl Huntoon, Dan Reynolds)**

- The Committee is awaiting written confirmation for a grant from the Ronald McDonald Charity.
- No meeting was held.

**E. Donor Wall Committee (Peterson, Reynolds, German)**

No meeting.

**F. Art Committee (Witte, Peterson, Keys)**

No meeting.

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

No report.

**VII. UNFINISHED BUSINESS**

None.

**VIII. NEW BUSINESS**

Kee reported that during recent severe weather, the Library staff did an excellent job following the severe weather procedure. Patrons were escorted to the designated area on the first floor to wait out the storm. The entrance doors will remain open during severe weather (tornados) warnings.

**IX. OTHER**

None.

**X. ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 1:05 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 Stephen Witte, Secretary for the Library Board.