

# MOLINE PUBLIC LIBRARY

## Library Board of Directors

13 December 2007

### Minutes

**PRESENT:** Stephen Witte, Brandon Keys, Darcy Callas, Karl Huntoon, Regina Nelson, Jan Parsons, Kay Peterson, Dan Reynolds

**ABSENT:** Krista Kruse

**STAFF:** Leslie Kee, Sue Wheatley, Christina Conklin, Bryon Lear, Deborah Shippy, Lisa Williams, Al VanWynsberghe, Clara Kangas, Bob Conklin

**GUESTS:** Alderman Lori Turner

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#### I. BUSINESS MEETING CALL TO ORDER

Vice-President Witte called the meeting to order at 12:04 pm in the Platinum Room at the Moline Public Library.

#### II. APPROVAL OF MINUTES

*Parsons motioned to approve the minutes from the 8 November 2007 regular Library Board meeting, previously distributed by mail to each Director. The motion was seconded and passed unanimously.*

#### III. LIBRARY DIRECTOR'S REPORT

- Kee introduced the paperless agenda for the December Board meeting. This will be a trial run through March. In April the Board will discuss the feasibility of the paperless agenda.
- Kee thanked the Board for approving the relaxed dress code for staff in the month of December.
- Kee introduced Bob Conklin, Librarian. Bob joined the Library in November and has been a great asset to the Reference Department.
- The new automatic doors have been installed on the east side public entrance.
- Signage has been added throughout the library. Additional signage will be scheduled as needed.
- Ceiling tiles are down in the circulation area so the conduits can be run for electricity to replace the coil in the lobby area.
- The security system is being implemented and Kee will keep the board updated on the progress.
- In order to clarify the meeting room policy, Kee and Lear will make suggestions and forward to the Policy and Public Relations Committee for review.
- Reynolds is donating a printer and a fax machine to the Library.

#### IV. BILLS AS OF 30 NOVEMBER 2007

The Directors reviewed the list of library bills as of 30 November 2007. *The payment of the individual bills, totaling \$63,091.47 was approved and ratified upon the motion of Nelson. The motion was seconded and passed unanimously.*

#### V. CORRESPONDENCE

Included in Board packet.

**VI. COMMITTEE REPORTS**

**A. Executive (Kruse, Witte, Keys)**

No meeting.

**B. Building and Grounds (Peterson)**

No report.

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

Huntoon made a motion to accept the revised recommended Cell Phone Use Policy. The motion was seconded and approved unanimously.

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

The donor wall is in process. OPN will present the mock-up to the Board at the February Board meeting.

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

The committee is currently investigating sculpture opportunities within the community. Kee, Peterson and Witte visited the Midcoast Gallery to view art for the Library. Witte is working with Moline High School for art opportunities in the local area.

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

No report.

**VII. UNFINISHED BUSINESS**

None

**VIII. NEW BUSINESS**

None.

**IX. OTHER**

Reynolds has tendered his resignation to the Library Board effective in March. Reynolds will be moving to Phoenix, Arizona.

**X. ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 1:20 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 Brandon Keys, Secretary for the Library Board.