

MOLINE PUBLIC LIBRARY

Library Board of Directors

20 September 2007

Minutes

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

ABSENT: Krista Kruse, Jan Parsons

STAFF: Leslie Kee, Mary Clark, Sue Wheatley, Christina Conklin, Bryon Lear, Deborah Shippy, Lisa Williams, Clara Kangas

GUESTS: Alderman Lori Turner, Alderman Scott Raes, Barbara Sandburg, Diane Moore, Amy Rousch/Dispatch

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.

Barbara Sandburg proposed a standard post like plaque to be put on the Downtown Library property that would serve as a historical marker citing the historical nature of the building. *Nelson made a motion to endorse the idea of the historical marker at the Carnegie building. The motion was seconded. The motion was passed with one nay vote from Peterson.* Ms. Sandburg was advised to bring this proposal to City Council.

II. APPROVAL OF MINUTES

Reynolds motioned to approve the minutes from the 12 July 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 and Keys attended the first budget meeting for the FY 2008 budget. The City Administrator determined that the Library would not receive the 5% increase in tax revenue as indicated in the Budget Manual. The Library needs to take \$132,000 out of the library reserves to cover the shortfall of the budget. At the budget hearing, the City Administrator advised that the library no longer needed to keep a 60-90 day reserve balance. After discussion, *Reynolds motioned to ratify and allocate the use of up to \$132,000 of library reserves to supplement the FY 2008 operating budget. The motion was seconded and approved unanimously.*
- Summer Sunday hours have been a great success. Kee will work with the Union to be open again on Sundays in FY 2008.
- Plans to prep the Downtown Library for opening are underway. The elevator is being fixed and will take approximately 16 weeks from ordering parts to completion. During that time, new front doors will be installed along with many other activities that will need to take place to ready the Library for opening.
- Kee handed out a list of potential service cuts from the City Administrator, which was also supplied to the City Council.
- Kee and Clark are still working on the punch list with OPN. The Library has two years to complete.
- The Per Capita Grant is due on 15 October. The Disaster Plan will be part of the grant submission this year.
- The Library has received a bequest of \$35,000 from Kathy Linell Johnson. The Library also received the \$100,000 DCEO grant for the building project.

- The Library received the Lorraine D. Wright Award of Excellence for outstanding construction. The plaque will be displayed in the Library.
- Kee passed out a list of items that have been allocated and will be purchased from the new building fund
- Hydraulic fluid from a city garbage truck was sprayed all over approximately 10-15 staff cars on 19 September. The City Liability Fund will cover the cost to wash all cars that were covered with the fluid.
- Kee discussed assignments given to her by the City Administrator. Since the City Administrator is not the Library Director's supervisor, it puts her in an awkward situation. The Board will address this concern with the Mayor.
- The City Finance Director has asked Kee to provide a dollar amount that will be paid back to the City from the GAP financing that was loaned to the Library. Kee and Huntoon will work on the figures.
- On 1 October, the Library will host a one year anniversary for the Library. Cookies and punch will be served.
- All of the pavers that have been purchased are now complete.

IV. BILLS AS OF 31 JULY 2007 AND 31 AUGUST 2007

The Directors reviewed the list of library bills as of 31 July 2007 and 31 August 2007. *The payment of the individual bills, totaling \$34,334.98 and \$101,910.91 respectively was approved and ratified upon the motion of Peterson. 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)

- Bylaws – Callas presented the draft of the proposed changes to the Bylaws. After discussion, *Nelson motioned to accept the changes of the Bylaws as presented. The motion was seconded and passed unanimously.*
- Disaster Plan – after discussion, *Peterson motioned to accept the Disaster Plan as presented. The motion was seconded and passed unanimously.*

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

The fundraising goal has been restated to \$1.8M and has been achieved.

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

No report.

F. Art Committee (Witte, Peterson, Keys)

A patron has offered to let the Library “borrow” six of her paintings to display throughout the Library. Kee will call the patron and ask her to furnish the committee with snapshots of the paintings.

G. City Council Liaison (Lori Turner)

Turner talked about the City of Moline going paperless and urged the Library Board to find ways to cut down on paper and postage.

VII. UNFINISHED BUSINESS

Nominating Committee Report (Parsons, Chair)

The nominating committee made a recommendation to nominate the following slate of officers for the Moline Public Library Board of Directors for the 2007/2008 year.

Kruse	President
Witte	Vice-President
Keys	Secretary

Callas made a motion to accept the slate of officers as presented. The motion was seconded and passed unanimously

VIII. NEW BUSINESS

Witte questioned the date on the cell phone policy that pops up on the public computers. Kee will follow-up.

IX. OTHER

None.

X. ADJOURNMENT

There being no further business brought before the Board, the meeting was adjourned at 1:49 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.