

MOLINE PUBLIC LIBRARY
Library Board of Directors
Thursday, 10 March 2022
Minutes

PRESENT: Regina Nelson, Elaine Kaple, Gary Koeller, Dee Runnels, Wayne Smith, Diane Sommers

ABSENT: Scott Bull, Sue Blackall, Sanjana Puri

STAFF: Jennifer Christiansen, Christina Conklin, Callahan Herrig, Bryon Lear, Lisa Powell Williams, Deborah Shippy, Marta Timbrook, Kristy Vermeulen

GUESTS: Alderman James Patrick Schmidt

I. Business Meeting Called to Order

President Sommers called the meeting to order at 12:00p.m. at the Moline Public Library.

II. Roll Call, Kristy Vermeulen, Recorder

Roll call was taken with Nelson, Kaple, Koeller, Runnels, Smith and Sommers present. Absent: Bull, Blackall and Puri

III. Approval of Minutes 10 February 2022 Regular Board Meeting

Runnels moved to approve the minutes from the 10 February 2022 regular Library Board meeting previously distributed by e-mail/mail to each Trustee. The motion was seconded and passed unanimously

Approval of Minutes 10 February 2022 Building and Grounds Committee Meeting

Nelson moved to approve the minutes from the 10 February 2022 Building and Grounds Committee Meeting previously distributed by e-mail/mail to each Trustee. The motion was seconded and passed unanimously

Approval of Minutes 24 February 2022 Building and Grounds Committee Meeting

Koeller moved to approve the minutes from the 24 February 2022 Policy Committee Meeting previously distributed by e-mail/mail to each Trustee. The motion was seconded and passed unanimously

IV. Correspondence

None.

V. Director's Report (Lear)

- Lear reported strong stats for the month of February with Sunday stats continuing to climb.
- More in person programs are expected and a 2nd grade author visit is scheduled for April.
- Water and MidAmerican shut offs are happening on the 3218 41st property in March in preparation for demolition expected in late March/early April. Lear will report back with a specific demolition date once known.
- Passport photo services will resume in April and Notary Public services are anticipated to start back up in the coming months as well.
- Lear noted the Mayor's State of the City Address scheduled for March 14 at 10am at the Spotlight Theater in downtown Moline.

- Lear shared that the Friends of the library plan to hold lobby book sales on the second and fourth Friday/Saturday of each month.
- Work continues on the library's five-year strategic plan and a draft was presented to the Board. Lear noted the Library's goals in the City's strategic plan.

VI. Financial Reports

The Board of Directors reviewed the list of library bills from 1 February to February 28 2022. *The payment of the individual bills, totaling \$36,915.35 was approved and ratified upon the motion of Nelson. The motion was seconded and passed unanimously.*

VII. Committee Reports

A. Executive Committee (Sommers, Runnels, Nelson)

No meeting.

B. Building and Grounds Committee (Bull, Smith, Koeller)

A meeting was held on 10 March 2022 for discussion regarding the 3218 41st Street Property. Koeller shared the intention of monthly committee meetings as development discussion continues. The timeline for the development plan of the property in the City's strategic plan was reviewed, with the intent of an approved design/concept by first quarter 2023. Discussion was had about funding sources. It was noted the demolition of the structures will be happening soon. Concept ideas were shared and discussion on the development plan of the property will continue.

C. Policy Committee (Blackall, Kaple, Puri)

The Policy Committee brings fourth the following policies with a recommendation for approval:

- **3D Printer Policy** – *After discussion, Runnels moved to accept the 3D printer Policy with change. The motion was seconded and approved unanimously.*
- **Food Policy** – *After discussion, Koeller moved to accept the Food Policy with change. The motion was seconded and approved unanimously.*
- **Collection and Development Policy**- *After discussion, Runnels moved to accept the Collection and Development Policy, with change. The motion was seconded and approved unanimously.*
- **Exhibits and Public Information Policy**- *After discussion, Runnels moved to accept the Exhibits and Public Information Policy, with change. The motion was seconded and approved unanimously.*

D. Art Committee (Nelson, Runnels, Sommers)

No meeting.

VIII. Unfinished Business

A. Review of Chapter 16 of the Moline Code of Ordinances- Libraries

Lear clarified wording in section 16-2110 and reviewed the ordinance with the Board.

After discussion the ordinance will go to the City for review.

B. Other

IX. New Business

A. 2022-2026 Strategic Plan

Lear presented a draft of the Library's five-year strategic plan. There are 4 main initiatives, 16 objectives, and 64 action plans included. The plan addresses current issues and trends in library services such as barriers to service, community awareness of services, mobile libraries, outreach efforts, and continuity of staffing. After discussion the Board postponed the adoption. Lear and staff will continue to work on the draft with the intention of approval in the coming weeks. Lear also shared the library's goals in the City's strategic plan including a technology plan, a development plan for the land adjacent to the library, adoption of a new strategic plan, expansion of world language materials, and an outreach vehicle.

B. Additional Sunday Hours

Discussion was had about extending Sunday hours to include 11 more Sundays in the summer months. City Council approved a motion for a budget amendment that would provide funding for summer Sundays in 2022. Lear shared staff survey results in regards to staffing the additional hours. Lear will continue to monitor Sunday stats.

C. Other

X. Public Comment

None

XI. Executive Session

None

XII. Adjournment

There being no further business brought before the Board, the meeting was adjourned at 1:33 p.m.

Approved: _____

Pursuant to the Bylaws, these minutes were prepared by Kristy Vermeulen, Administrative Assistant, and have been reviewed and revised by Regina Nelson, Secretary of the Moline Public Library Board of Directors.