

President James A. Hoffman called the January 23rd meeting of the Library Board to order at 4:01pm.

Present: James A. Hoffman, Van Thompson, Evelyn Stokes, Steve Strupp, Debbie VanderBeke, Trish Burnett, Lynn Colgan, Pam Muehling, Sheryl Hanson

Absent:

Also Present: Laura Long, Library Director

Consent Agenda:

Minutes from the December 5th meeting, purchase card spending in the amount of \$17,437.25, bills in the amount of \$36,776.83 from the General Fund, and \$0 from the grant fund were presented.

Lynn Colgan made the motion to accept the consent agenda, Van Thompson seconded.

Motion carried.

Financial Report from the City of East Moline:

Laura reported that at the end of the 22FY, we have a cash balance that is about equal to what our fund balance policy calls for. We will not be doing a transfer this year to either capital improvement or to pay down the balance of the mortgage. Next year we will be in a financial position to do so.

Library Report:

James A. asked about why some staff members did not report every month, Laura told them that not all staff members have the kind of job where they have something to report. James A. commended the EDI committee for their great work. Further discussion regarding the legacy items and donor plaques was held.

Laura asked the Board what type of things they would like to see on statistical reports. For this year, the Board would like the statistics compared between this year (2023) and the last year we were truly open (2019). In 2024 we will return to year vs. previous year.

Committee Reports:

Personnel Committee – Has been meeting several times over the last few weeks to edit and approve the new employee handbook. This will be coming to the board at the next meeting at the end of February.

Policy Committee - met to comment and edit on the policies they are recommending for approval today.

Business:

Meeting Room and Programming Policies

The policy committee recommends the board approve the policies. Van questioned why there was no dollar amount put in the room fee. Laura explained it was written that way to allow changes to the fee without amending the entire fee. Van recommended adding the phrasing “as periodically approved by the Board” to the standard fee sentence.

Van Thompson made a motion to accept the policies as amended, Debbie VanderBeke seconded.
Motion carried.

Fund Balance Transfers

Laura discussed the fund balance policy, and provided the board with a spreadsheet of where we are with COH and fund balance policies. The COH at end of FY22 is about equal to what it should be to comply with the fund balance policy, so there will be no transfer to Capital Improvement or to pay down the mortgage this year. Van pointed out that we need to update the fund balance policy to reflect what our policies actually are.

Presidents Items: None

Public Comment: None

Items to be placed on next month's agenda (Feb 27th):

Employee Handbook, Internet Policy

Adjournment: 4:40pm