

Vice President Van Thompson called the April 24th meeting of the Library Board to order at 4:01pm.

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

Absent:

Also Present: Laura Long, Library Director

Consent Agenda:

Laura noted that the final payment to the Concord Group was paid this month, for \$1000. That is the final payment to that group and our contract has now been completed.

Laura gave the Board information about the new credit card machine that has been provided by the City. The library will start using it, and will phase out the use of square over the next few months.

The Moline Foundation balance was noted, specifically that Mr. Buss has made two of his three payments as stock has been doing very well. Van asked if all expenses related to large signs were done, and Laura said yes, that there will still small amounts coming in/going out for the legacy wall, but the large purchases were done.

Pam Muehling made the motion to accept the consent agenda, Lynn Colgan seconded.

Motion carried.

Financial Report from the City of East Moline:

Laura noted that the City is providing lease information on the budget report, as part of new accounting rules we need to report lease contracts and value of equipment. Van asked why the balance of assets/debts is not correct, and asked that Laura contact the City about that. It is about \$18,000 off. Laura also told the Board that the TIF transfer of \$25,000 did occur back in November.

Library Report:

No comments.

See attached.

Committee Reports: None.

Business:

Custodian Job Description and Salary Range

Laura presented a new Custodian Job Description for the new position. She asked other libraries in the area about their hours and pay for custodial work. The comparison showed that if we bring custodial work in house with an employee, we would not be saving a significant amount of money but the library would get more hours for the same amount of money. Additionally the pay for the custodian could be moved to the Salary line as opposed to the Building and Maintenance Fund, where there is significantly more flexibility in funding. The Board felt that this was a good direction to go.

Technical Services Assistant Job Description

Laura presented a new Technical Services Assistant Job Description for a new position. This is not a position that someone will be hired into, but will be instead a promotion for a clerk who is currently doing all of these things. No comments on this job description.

ACTION – Change to Salary Budget Line and Health Insurance Line – tabled

ACTION – Approval of Renewal of Contract with Hampton Public Library District

Laura explained that this is just an affirmation of the contract, which the library does every year. The entire contract will be reviewed and updated for next year.

Van Thompson made the motion, Steve Strupp seconded. Roll call vote: Colgan, Yes; Hanson, Yes; Stokes, Yes; Strupp, Yes; Hoffman, Yes; Thompson, Yes; Muehling, Yes; Burnett, Yes; VanderBeke, Yes.

PPRT Revenues

Laura has had conversations with the City Finance Director about the PPRT allocations we have been receiving, the flat rate of \$66,000. The City proposed that we forgive them the back PPRT allocations that the City owes us, since the formula they have been using has been incorrect for the last decade or so. The City pointed out that it would be a financial hardship on them to repay this money, and additionally the City has been paying the library's IMRF and payroll taxes until very recently, and that was equal to a similar amount to what is owed. The Library Board agreed that to preserve goodwill and in recognition of what the City has paid on our behalf, they would forgive all back PPRT allocations. Moving forward, the library will be receiving the correct 7.4% of the City's PPRT allocation. The City Finance Director will make all necessary budget amendments to reflect the new amount. Laura will amend our working budget to reflect the additional income. Some will be used for mortgage paydown, for additional salaries, and for exterior improvements such as the fascia of the building.

Mortgage Amortization and Foundation Transfers

Van Thompson presented on several scenarios reflecting what will change with our mortgage payment based on lump sum payments. It would be of most benefit to us to pay lump sums as quickly as they are available. In the long run, it will save us significant amounts of money and bring the total payoff at the end to a manageable amount. It was decided to transfer \$100,000 from our fund at the Moline Foundation to payoff more of the mortgage, but that we should wait to transfer that money until the first week of May to take advantage of the current market. We will revisit as needed whenever we get funds available to transfer.

Presidents Items: None

Public Comment: None

Closed Session to discuss the appointment, employment or dismissal of employees per 5/ILCS 120/2 (c)(1) at 4:40pm. Van Thompson made the motion, Trish Burnett seconded. Roll call vote: Colgan, Yes; Hanson, Yes; Stokes, Yes; Strupp, Yes; Hoffman, Yes; Thompson, Yes; Muehling, Yes; Burnett, Yes; VanderBeke, Yes.

Van Thompson made the motion to end closed session at 4:53pm, Debbie VanderBeke seconded. Roll call vote: Colgan, Yes; Hanson, Yes; Stokes, Yes; Strupp, Yes; Hoffman, Yes; Thompson, Yes; Muehling, Yes; Burnett, Yes; VanderBeke, Yes.

Items to be placed on next month's agenda (May 24th):

Bylaws

Board Elections

Building & Maintenance Report

Budget Adjustments

Adjournment: 5:00pm