

**President, James A. Hoffman, called the December 6<sup>th</sup>, 2021 meeting of the Library Board to order at 4:01 pm**

**Present:** Trish Burnett, Lynn Colgan, Sheryl Hanson, James A. Hoffman, Pam Muehling, Steve Strupp, Van Thompson, Phyllis Trommer and Debbie VanderBeke.

**Absent:** None

**Also Present:** Laura Long, Library Director and Tami Cox, Assistant Library Director

**Visitors:** None

**Consent Agenda:**

Minutes from the October 25<sup>th</sup>, 2021 meeting, purchase card and bills were presented. Minutes, bills in the amount of \$13,020.92, purchase card spending in the amount of \$9,893.67 and bills paid in the amount of \$1,117,847.71 from the Grant fund were approved. Van Thompson made a motion to approve the consent agenda, Steve Strupp seconded.

Motion carried.

**Financial Report:** Laura reported that we have received our last tax distributions from Hampton and East Moline. Laura also reported that she had submitted some budget changes to the city, they do not impact the bottom line, but will more accurately reflect where our spending has been this last year. These changes are not reflected in our financial report from the city. Van asked about transferring funds from our operating budget to the Grant Fund to pay for construction, Laura will get with Annika and discuss how we could do that. We still need to leave enough for at least 3 months of operations.

**Library Report:** Laura asked the board about their feelings about changing our adult non-fiction and children's non-fiction collections to BISAC instead of Dewey, everyone thought this would be a great idea. Tami and Laura will continue to work on this so when we move things will be coded correctly.

**Business:** Laura gave a brief update on the terrazzo stairs and the impact that they will have on our opening date. The gentleman has been there to measure the treads, but when he did that it was discovered that the contractor had installed the stairs not to specification. We had wanted non-supported stairs and they installed them as supported stairs. Laura and Lyssa do not have any recollection of a change being made, so this is being debated as to how to correct the situation. Either way this may impact our opening date. Laura will continue to update the board on this. The board also agreed that we should close to the public on January 15<sup>th</sup>. We will stay open for browsing and curbside service until this time.

Laura also reported that the State Library has decided to change the way they do the Per Capita grant. They will continue to ask the same questions from year to year. They will require us to do a few more outreach items; Laura asked about doing a new board member orientation; everyone agreed that this would be a good thing, Laura will follow up with the new members after the holidays. Laura also asked about doing a capital asset plan and include technology in it. We are in a good place right now to start this, we will have access to dates purchased, warranties, expenses, etc. Laura will start work on this too.

A discussion was had on how to handle the hotspots while we are closed. It was decided that we will require all hotspots to be returned by January 7<sup>th</sup>. We will begin taking names for a lottery to be drawn on January 12<sup>th</sup>, those people drawn will be able to keep the hotspots for an extended period of time.

Tami explained about the IGA for Joint Programming. It will be a great opportunity for East Moline patrons to participate in some outstanding programs that we would be unable to provide without this assistance. Programs with big name authors, etc. will be offered. Van Thompson motioned that we sign the Intergovernmental Agreement for Illinois Joint Programming, Debbie VanderBeke seconded.

Motion carried.

Concord Group report and construction processes: There was a discussion about the parking lot, since it is basically ruined due to the construction. We do not have to come to any decision at this point, but this will be a major expense that is not in the construction budget. Asphalt vs concrete will have to be discussed as the weather starts getting nicer so they can pour. There will be new concrete poured; sidewalk, plaza, walk way to the parking lot, etc. So when the library opens we will have complete access to the building and we will have handicapped accessibility. When the parking lot is fixed or replaced, the library will be able to stay open and just use the parking around the building. Laura also reported that there were some problems with the tile on the mezzanine that were asbestos. We had previously tented them and filed off the edges, but because of all of the construction they have begun to pop up, so the carpet installer will not warranty the carpet if we put it over the tiles. We have two options; do what we did before and tent them and then try to fix them, but that would create a couple of inch difference in the flooring, or go ahead and abate the tiles and start from scratch. Abating the tiles will stop the construction site for a time but we would have a clean slate to start with. After some discussion the board decided that they would rather pay to have it abated and have it done correctly from the beginning. Laura will follow up with prices for the board.

Laura sat down with Tiffany from Concord and went over the budget. As of November 17<sup>th</sup> we had \$279,000 in contingency expenditures leaving us with \$61,000 in our contingency budget. Laura is sure that we will be spending the rest of the contingency before the end of the project, but we are in really good shape as far the budget goes. We will have some wiggle room when it comes to the mortgage, so overall in great shape.

**Presidents Items** - none

**Public Comment** – none

**Item's to be placed on next month's agenda** – January 24<sup>th</sup>, 2022 Place TBD

- a. Disaster Plan
- b. Security Camera Policy

**Adjournment:** The meeting was adjourned at 5:12 pm.