

**MOLINE PUBLIC LIBRARY**  
**Library Board of Directors**  
**Building and Grounds Committee Meeting**  
**Monday, 21 April 2014**

**PRESENT:** Kay Peterson, Lori Turner

**ABSENT:** Scott Bull, Wayne Smith

**STAFF:** Lee Ann Fisher, Sue Wheatley, Al VanWynsberghe

**GUESTS:**

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**I. Business Meeting Call to Order**

The meeting was called to order at 9:00 a.m. in the Platinum Room at the Moline Public Library.

**II. Roll Call – Sue Wheatley, Recorder**

Roll call was taken with Turner and Peterson present. Absent: Bull and Smith

**III. Approval of Agenda**

The agenda was approved with no changes.

**IV. Approval of Minutes**

Minutes were previously approved during the 13 March 2014 regular Board meeting.

**V. Safety Committee Report**

VanWynsberghe outlined the Library Safety Committee meeting.

- Due to the high volume of cars parking in the patron drop off/pick up lane, an “emergency vehicles only” sign has been put up. When weather allows, the City will be painting a “fire lane” to distinguish the lane even more.
- Nurse Pam attended the meeting to discuss ergonomics at public service desks and also office desks. A flyer showing exercises to do daily to help alleviate stress when sitting for long periods of time, has been distributed to the library staff.
- The concrete sidewalk going from the garage to the building is approximately 3 inches off, so employees have to lift the carts full of books over the ledge daily. In May or June, Casey will use hot patch and create a smooth asphalt ramp. The hot patch will be able to withstand the shoveling and salt and will be a permanent fix.
- The Travelers Inspection Report has not been received. Travelers Reps. did seem concerned about the lack of surveillance cameras in the parking lot. After discussion, the committee will wait to receive the full report before a plan of action will be taken.

**V. New Business**

• **Landscaping -2014**

After discussion, it was the consensus of the committee to move forward with Heritage Landscape for the 2014 season.

- **Bicycle Rack – east public entrance**

Fisher has recommended a bicycle rack be placed at the east public entrance of the building. With a consensus of the committee, Fisher will move forward with the purchase.

- **Set Next Meeting**

When the next Library Safety Committee meeting is scheduled, Wheatley will set up a Building & Grounds Committee meeting.

- **Other**

None.

## **VI. Old Business**

- **Café Patio Door**

The Committee was given three bids for the café patio door. After discussion, the Committee will recommend to the full Board to table the patio door.

- **Other**

Fisher is currently working on the erosion issue. The staff parking lot lights are in process.

## **VII. Public Comments**

None.

### **ADJOURNMENT:**

There being no further business brought before the Policy & Public Relations Committee, the meeting was adjourned at 9:44 a.m.

### **Approved:** \_\_\_\_\_

Pursuant to the Bylaws, these minutes were prepared by Sue Wheatley, Administrative Assistant, from notes taken by her at the meeting and reviewed and revised by Kay Peterson, Building and Grounds Committee Chair.