

# MOLINE PUBLIC LIBRARY

## Library Board of Directors

14 June 2012

### Minutes

**PRESENT:** Regina Nelson, Colleen Rafferty, Gary Koeller, Pat Koranda, Kay Peterson, Dee Runnels, Sara Wynn

**ABSENT:** Scott Bull, Wayne Smith

**STAFF:** Bryon Lear, Sue Wheatley, Christina Conklin, Deborah Shippy, Lisa Williams

**GUESTS:** Mayor Don Welvaert, Jen McGee

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#### I. BUSINESS MEETING CALL TO ORDER

President Nelson called the meeting to order at 12:00 p.m. in the Platinum Room at the Moline Public Library. At the opening of the meeting, Mayor Welvaert swore in Peterson, Rafferty and Koranda to serve an additional 3-year term on the Library Board.

#### II. APPROVAL OF MINUTES

*Peterson moved to approve the minutes from the 17 May 2012 regular Library Board meeting previously distributed by mail/e-mail to each Trustee. The motion was seconded and passed unanimously.*

#### III. DIRECTOR'S REPORT

Lear reported:

- The budget process has begun. We are waiting for the 2013 payroll projections, IT chargeback, janitorial chargeback and the liability chargeback's from the city. Lear will present a draft budget to the Board during the 12 July board meeting. The 2012 6-month projections are also due mid-July and will help with the budget process.
- The library experienced a partial power outage and HVAC issues on Monday, 11 June. A compressor contactor has been identified as the problem and has since been ordered and will be replaced as soon as possible.
- Due to the resignations of Jennifer Welvaert, Library Assistant (Children's) and Vanessa Hall-Bennett, Librarian, the Library currently has two positions open. The Library Assistant position is currently being advertised and will close on 21 June. The Librarian position is currently being advertised and will close on 13 July. With a consensus of the Library Board, and if Hafeman has not returned before the interviews are scheduled, interviews will be conducted by a combination of the Coordinators.
- ILA Trustee day is on 10 October 2012. ILA is in Peoria this year.
- Save the date: on 21 September, the Library will host a trivia night at Sam's Fargo. Details to follow.

#### IV. BILLS AS OF 31 MAY 2012

The Trustees reviewed the list of library bills as of 31 May 2012. After discussing the landscaping cost, the Library will go out to bid for landscaping in 2013. *The payment of the individual bills, totaling \$62,572.68 was approved and ratified upon the motion of Koranda. The motion was seconded and passed unanimously.*

## V. CORRESPONDENCE

*Included in Board packet*

## VI. COMMITTEE REPORTS

### A. Executive (Nelson, Bull, Rafferty)

*No meeting.*

### B. Building and Grounds (Peterson, Bull, Koeller, Smith)

*No meeting.*

### C. Policy and Public Relations (Wynn, Koranda, Rafferty, Runnels)

- **Reher Gallery Art Display Policy**

Wynn recommended, to the full Library Board, that the updated Reher Gallery Art Display Policy (included in Board packet) be approved. ***Peterson moved to accept the Reher Gallery Art Display Policy as presented. The motion was seconded and approved unanimously.***

### D. Art Committee (Peterson, Koeller, Rafferty, Runnels)

*No meeting.*

### E. Ad-Hoc Bylaws Committee (Runnels, Peterson, Wynn, Nelson)

*No meeting.*

### F. City Council Liaison (Ald. Lori Turner)

*No report.*

## VII. UNFINISHED BUSINESS

- On behalf of the Board, Nelson thanked the staff for doing a great job in the absence of Hafeman.
- Nelson reminded the Board to complete the Open Meetings Act review as soon as possible.

## VIII. NEW BUSINESS

- **Vice-President Appointment (Nelson)**

Nelson appointed Bull to serve out the Vice-President position, vacated by McGee. Bull accepted the appointment.

- **Committee Appointments (Nelson)**

Nelson appointed Koeller and Rafferty the Art Committee. Nelson also appointed Smith to the Building and Grounds Committee.

- Welvaert informed the Board that if they have suggestions for new Board members, please send him an email with the person's name, address and telephone number. If a Library Board position becomes available, he has the information to make contact with the interested citizen.

- Welvaert thanked the Board and Staff for the great job they are doing during Hafeman's absence.

## IX. OTHER

- Nelson presented Jen McGee a certificate and thanked her, on behalf of the Board, for her commitment and hard work while serving on the Library Board. McGee offered to help with future fundraisers.

## **X. ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 12:45 p.m.

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

Pursuant to the Bylaws, these minutes were prepared by Sue Wheatley, Administrative Assistant, and have been reviewed and revised by Colleen Rafferty, Secretary of the Moline Public Library Board of Trustees.