

# LINCOLN LIBRARY BOARD OF TRUSTEES MEETING

APRIL 24, 2019

## LINCOLN LIBRARY BICENTENNIAL ROOM

**Board Present:** Helen Cox, Vice President; Cristina Cray; Larry Harvell; Andre Jordan; Arden Lang, President; Mary Mucciante; Marty Ryan, Secretary.

**Board Absent:** Annie Brooks.

**Staff Present:** Jeff Blazis, Fiscal Officer; Emily Stone, Interim Director.

**Public Present:** None.

President Lang called the meeting to order at 4:54 p.m.

**MINUTES:** Ms. Cox made a motion to approve the minutes from the April 2019 Board meeting. Ms. Cray seconded the motion and the motion carried.

**FINANCIAL REPORTS:** The February 2019 financial report and bill list were reviewed. An additional 1.5% in revenue was collected during the fiscal year.

### DIRECTOR'S REPORT:

**Staff Institute** – The library will be closed on Friday, May 17 for the annual Staff Institute, a day of continuing education. This year's topics included Trauma Informed Care, Dealing with Change in the Workplace, Disability Awareness, Book Genres: How Are They Defined. Employees are provided breakfast and lunch, the cost of which is underwritten by the Friends of Lincoln Library.

**Vacancies** – The Technical Support Specialist position will be re-posted as the candidate who was offered the job has turned it down. An internal candidate has accepted the Library Assistant II position and is scheduled to begin May 5, 2019. Interim Director Stone has been informed that first round interviews for Library Director have been scheduled. The positions of Access Services Manager, Community Engagement Manager and Adult Services Manager remain vacant.

**Per Capita Grant** – Lincoln Library has been awarded \$145,312.50 from the annual Illinois Public Library Per Capita Grant.

**IPLAR** – The Illinois Public Library Annual Report (IPLAR) was reviewed by the Board. Prior to submission, the Board member information will be updated with current term expirations and phone numbers. Prior to his resignation, Director Will O'Hearn, completed the section on building work needed. Per the city's Facility Maintenance manager, the skylight repair estimate is approximately \$50,000. The number of e-books holdings is down from last year, due to a miscalculation common among libraries offering Hoopla. Rather than including all ebooks available, only the number of ebooks actually borrowed should be counted. The IPLAR serves as the library's annual statistical report and must be submitted to the Illinois State Library 60 days following the end of the fiscal year. The financial figures and statistics in the report have not been audited and may vary slightly once the city audit is complete. President Lang and Secretary Ryan authorized library staff to electronically sign the IPLAR on their behalf.

**PRESIDENT'S REPORT:** No report.

**LINCOLN LIBRARY FOUNDATION:** Mrs. Cox reported that the Lincoln Library Foundation Board is planning to have a plaque installed in the library in honor of the generous contribution of Joe and Rose DeFrates. A brief discussion was also had regarding the logistics of a potential library name change. The Foundation has been notified that they will be receiving approximately \$70,000 from a bequest.

**FRIENDS OF LINCOLN LIBRARY:** Ms. Cray reported the Friends' will hold their annual meeting in the Carnegie Room South on May 1 at 4:30 p.m. A mini sale of games and science fiction books will take place in the DeFrates Room on May 4. Volunteers are needed for the annual summer book sale, which is scheduled for June 7 and 8.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

**EXECUTIVE SESSION:** None.

**PUBLIC FORUM:** None.

**ADJOURNMENT:** The meeting adjourned at 5:16 p.m.

Submitted by Kim Hergett, Lincoln Library Office Coordinator.

The next meeting of the Lincoln Library Board of Trustees is scheduled for May 22, 2019.