

**LINCOLN LIBRARY BOARD OF TRUSTEES MEETING  
FEBRUARY 27, 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:** Dr. Donald Ross.

**Staff Present:** Jeff Blazis, Fiscal Officer; William O’Hearn, Director; Emily Stone, Technical Services Manager.

**Public Present:** None.

President Lang called the meeting to order at 4:48 p.m.

**INTRODUCTIONS:** Andre Jordan was welcomed to the Board.

**MINUTES:** Ms. Cox made a motion to approve the minutes from the December 2018 meeting. Following a second by Ms. Cray, the motion carried with President Lang voting Present. The spelling of Mr. Ryan’s name will be corrected on the January 2019 informational minutes.

**FINANCIAL REPORTS:** December 2018 and January 2019 reports were reviewed. Spending remains on pace for the fiscal year.

**DIRECTOR’S REPORT:**

**Resignations** – Director O’Hearn has accepted the position of Director at the Eugene Public Library in Oregon. His last day at Lincoln Library will be March 1, 2019. Emily Stone, Technical Services Manager, will serve as Interim Director.

Jessica Paulsen, Access Services Manager has announced she is resigning effective March 6, 2019, to accept a position at a Colorado library.

**FY20 Budget** – The fiscal year 2020 budget was approved by City Council as presented. The budget included \$125,000 for a switches and servers upgrade (ISD will install) and up to \$150,000 for a bookmobile. The Lincoln Library Foundation has committed \$25,000 of DeFrates funds towards the purchase of the bookmobile. Director O’Hearn and Jessica Paulsen, Access Services Manager, have written the Request for Proposal (RFP) and submitted to the City of Springfield’s Purchasing Office.

**Board Member Update** – Dr. Ross has resigned from the Board. The Mayor’s Office is seeking new Board member candidates. At the request of the Board, Director O’Hearn will pass on the suggestion that the Mayor’s Office look into forming a Teen Advisory Board, of which one representative could attend the Library Board meetings.

**Vacancies** – The positions currently vacant at Lincoln Library are Library Assistant II in Access Services, Library Assistant IV in Extension Services, Community Engagement Manager, Reader’s Services Manager, and Technical Support Specialist. Interviews have taken place for the Library Assistant II and the Technical Support Specialist.

**PRESIDENT’S REPORT:** City Council has approved President Lang’s re-appointment to the Board.

President Lang asked Director O'Hearn if he had any advice or recommendations for the Board. O'Hearn complimented the Board's support of Lincoln Library and encouraged them to remain strong advocates by attending the Board meetings, reviewing the packets and discussing library offerings with friends and people they meet in the community.

**FRIENDS OF LINCOLN LIBRARY:** The Friends have agreed to provide funds for a portion of the upcoming summer reading program. Despite poor weather, approximately \$1,200 was raised at the winter book sale. Ms. Cray has volunteered to serve as the Lincoln Library Board liaison to the Friends.

**UNFINISHED BUSINESS:**

**Computer Use Policy** – Staff updated the Computer and Internet Use Policy after reviewing ALA standards and the policies from other libraries. Following a motion for approval by Ms. Cox and a second by Mr. Ryan, the motion carried.

Lincoln Library policies are posted in the library and on the website. Copies are also available upon request. Binders with the updated policies are being compiled for quick reference at the Public Service desks.

**NEW BUSINESS:** None.

**EXECUTIVE SESSION:** None.

**PUBLIC FORUM:** None.

**ADJOURNMENT:** The meeting adjourned at 5:22 p.m.

Submitted by Kim Hergett.

*The next meeting of the Lincoln Library Board of Trustees is scheduled for March 27, 2019.*