

LINCOLN LIBRARY BOARD OF TRUSTEES MEETING



March 22, 2023

Board Present: Andre Jordan, President; Helen Cox, Vice-President; Cristina Cray, Secretary; Mary Mucciante; Geoff Pettys

Board Absent: Annie Brooks, Marty Ryan

Staff Present: Summer Griffith, Director; Emily Stone, Assistant Director; Dominique LaSalvia, Fiscal Officer; Denise Fisher, Office Coordinator

President Jordan called the meeting to order at 4:45 pm.

Roll was called.

Minutes: Minutes from the February Board Meeting were presented for approval. A motion to approve the minutes unanimously carried.

Financial Reports: February Financial Reports were presented. At the end of the month, there was 13% of the budget remaining, however bills are still trickling in and the final amount will be closer to 10%. This is a fiscally responsible cushion to leave. It was noted that there was an 80% increase in spending in the equipment line and a 50% increase in the supply line.

Director's Report:

Programming and Events

- The library is finalizing plans for the Summer Reading Program.
- International Fest will be held on April 29th.

- The library will be hosting a series “Thinking Differently About Death” that is designed to encourage thoughtful looks at death and dying.
- The library will be participating in Pride Fest on May 20th. The Pride Fest budget comes from the Lincoln Library Alliance.

Collaboratory and Technology

- Development of the Collaboratory is going well. It is the staff’s belief that the technology that will be available to patrons through the Collaboratory will raise the library to the “next level” and entice new patrons.
- Summer Griffith is currently working with ISD on a job description that will merge the current IT position with a management position that will oversee the Collaboratory and the library’s various technological needs and programming. Joel Gragg is presently the library’s IT person and he will be moving in the next few months. If approved, this new position would take effect after he leaves.
- The policy draft for the Collaboratory has been written and will be presented for approval at the next Board meeting.

General Updates

- Current policy edits have been drafted and will be presented at the next Board meeting.
- The library is currently putting together an advertisement plan, which will include the Illinois Times, NPR Illinois, and possible digital advertising.
- Lincoln Library Alliance is this month’s recipient of the WICS Green Family Stores Weather Guarantee donation.
- Interviews for the Outreach Manager will begin on Monday, March 27th.
- Director Griffith is currently reviewing the prototype for the outdoor library mural to be completed by the Springfield Art Association.
- Lincoln Library did a direct address for Congressional funding from both Dick Durbin and Nikki Budzinski. We are requesting \$1,000,000 from Senator Durbin and \$500,000 from Representative Budzinski. The Board was presented the letters for approval. Board Members voted to approve the letters and they were signed.
- Procurement of parts and supplies for the elevator replacement project has begun. From beginning to end it is anticipated that the entirety of the project should be approximately 16 months.

President’s Report: Board President Jordan stated that he was excited about the groundbreaking HB 2789 legislation passing the House of Representatives and that WICS had reached out to Director Griffith for a reaction. President Jordan and Director Griffith noted that a new Board of Trustee member has been appointed and will be invited to the next Board meeting.

Lincoln Library Alliance Report: The Alliance is quickly filling the sorting room, gearing up for the Annual Book Sale which will be held on May 20th. The Alliance is also working to coordinate the donation of any unsold books to various social service agencies and local “Little Free Libraries”. LLA is currently working on finalizing the details of selling library merchandise. The plan is to sell merchandise at book sales, online, and at off-site events.

Lincoln Library Foundation: None

Unfinished Business:

Bylaw Review – Possible dates for Board bylaw review have been given to the Board. Board members should share which dates they are available with the Office Coordinator. Once dates are set, Denise will send the schedule to Board members.

New Business: None

Executive Session: None

Public Forum:

A question was raised about patrons not returning newspapers to the first floor when they are done using them. Director Griffith stated that she would speak to staff about monitoring areas for unreturned papers and returning them more frequently.

There was a question about individuals sleeping in the library. Director Griffith stated that the library errs on the side of safety. If an individual is sleeping in a way that is disruptive to others, for example laying on the floor or snoring loudly, staff will wake them and explain the rules. Security does check in with individuals who are sleeping to make sure that they are well and are able to get up and move around in case of an emergency. The library is also partnering with area social service agencies to help curb bad or disruptive behaviors and to offer other safe places for people to go during the day.

A member of the public asked if the new and edited policies would be available for public review before being approved by the Board. It was stated that they would only be available to the public post-Board approval. Additionally, it was asked if the Bylaw Review meeting times would adhere to the Open Meetings Act guidelines. Director Griffith assured that they would.

Adjournment: Cristina Cray made a motion to adjourn and Helen Cox seconded that motion. Meeting was adjourned at 5:19 pm.