

LINCOLN LIBRARY BOARD OF TRUSTEES MEETING



August 25th, 2021

Board Present: Arden Lang, President; Helen Cox, Vice-President; Cristina Cray; Mary Mucciante; Geoff Pettys, Tiffany Roe, Annie Brooks (joined later)

Board Absent: Andre Jordan, Marty Ryan

Staff Present: Rochelle Hartman, Director; Denise Fisher, Office Coordinator; Dominique LaSalvia, Fiscal Officer; Amber Moore, Access Service Manager

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

Roll was called. Annie Brooks, Andre Jordan, and Marty Ryan were not present. Annie Brooks joined the meeting later.

Minutes: Minutes from July 28th Board Meeting were presented for approval. Ms. Cray motioned to approve minutes as amended. Mr. Pettys seconded the motion. The motion unanimously carried.

Financial Reports: Fiscal Officer Dominique LaSalvia submitted the June financial reports. She stated that there had been no financial irregularities.

Director's Report:

COVID-19 Update – Although a couple of staff members are out quarantining or with sick (COVID) family member, staff is 90% vaccinated. At this time, the city has not offered mask mandates. A lot of fall programs will be held virtually. Anyone doing in-person programming has been asked to prepare for the possibility of needing to change to a virtual programming format, if needed.

Vacancies –

- A third Security Guard position was posted today, August 25th. One of the Security Guards is currently on leave, so an outside security service, Securitas, has been contacted about offering support to our remaining guard. Securitas has not responded to our request yet.
- A Young Adult Librarian position has been posted. That posting has been sent out nationally.
- A Youth Service shelving position has been posted, as well. This is a part-time position and the library would be open to considering high school students for this position.

Per Capita – We received the check for the state grant submitted in the spring. The check was for \$171,468.00 and this money is earmarked for materials.

**Anna Mosher was on the agenda to give a Summer Reading program wrap-up but unfortunately she was unable to attend. Amber Moore, Access Service Manager, filled in for her.*

Access Service Manager:

Access Services –

- September is Library Card Month. Access Services is working with the Community Engagement Manager on a Welcome Back to the Library campaign. Stories and info will be shared with the Illinois Times and NPR.
- One-time waivers of up to \$50 in fees will be offered to patrons that have outstanding debt with the library. The waiver is being offered to aid in the breakdown of barriers surrounding library usage. This program will be offered to the end of the year.
- On September 15th, from 4pm – 7pm, the library will be hosting a Happy Hour at JP Kelley's (a local pub). This program is a test program hoping to boost young adult and child-free adult card holder numbers. At this event Amber will be giving overviews of the amazing things the library has to offer this demographic, as well signing people up for library cards. Depending on its reception, this may become a reoccurring event.

Summer Reading Program –

- There were about 1,011 participants in this year's Summer Reading program. – 43 participants in the teen summer reading raffle, 623 children in the Compass for Kids summer school program, personal sign-ups, and the online summer reading app (*Beanstack*). This is an increase of 192 participants over 2019 (pre-pandemic) summer reading program.
- 2236 individuals attended Youth Services summer programming. These programs were both in-person and virtual.
- August 3rd, Lincoln Library hosted a program in conjunction with the Springfield Boys and Girls Club which drew approximately 80 children. Participants were interviewed by WCIS. Monthly programming continues with the Boys' and Girls' Club teens. In September, Ms. Moser is planning a Quiz Show where participants will make their own buzzer using "squishy circuits".
- Going into the school year, the decision has been made to continue to do large part of programming virtually. Ms. Moser, will reassess the COVID infection rates in October and make any necessary program adjustments.
- In order to increase community partnership opportunities, Lincoln Library Youth Services are doing outreach events at the Springfield Housing Authority's Johnson Park and Brandon Drive locations. The library will also be in attendance at Brandon Drive's Fall Festival on September 24th.
- Lincoln Library Youth Services working with the local literacy non-profit iMagic Nation on the possible development of off-site book clubs.
- Youth Services will be adding a Teen Advisory Group involving kids, grades 6 - 12. This group will weigh in on library programming and services, earn service hours, and leadership skills.
- The Parents' Room for nursing parents is fully functional. It is a small but very inviting and relaxing space.

Questions –

- Ms. Lang asked about if library cards can still be renewed online. Ms. Moore replied that cards can be renewed online and over the phone. The only time that it is necessary to come into the library to renew a library card is if there is an address change. Ms. Moore is currently working on developing the process for patrons to digitally submit proof of address, so that these individuals would not need to make a special trip into the library. Ms. Lang also wondered if all of the ways to access a library card are listed on the library's website. Ms. Moore assured her that it was.
- Ms. Lang asked if the foot traffic into the library had changed. Ms. Moore stated that although the numbers decreased a bit after the end of the summer reading program, there still was a solid amount of people using the library during the daytime hours. The evening hours are very quiet, however the curbside numbers are growing again. Ms. Fisher said that she would supply gate count numbers at the next meeting to add further clarification.

Director's Input on other Programming -

- On September 11th, Librarian Danielle Adams is hosting a 20th Anniversary of the September 11th Attacks. Local historian Kathryn Harris will be speaking and singer/songwriter Tom Irwin will be performing. A curated poster exhibit from the National Endowment for the Humanities will be on display. The library is also asking for aid in making 1000 origami cranes to display. Instructions to make the cranes are available online.

Annie Brooks joined the meeting

- In August the Reference Department put together a "Take Home Job Hunting Kit". It contained advice on creating a resume and cover letter, as well as job searching hints and advice. These kits were available to anyone who asked.
- Ms. Lang wondered if the library records and saves programs to be watched later. Director Hartman stated that some are, however some performers will not allow this because they are paid by performance. Most of the adult programming is done via Zoom but a lot of the YS programming can be found on the library's YouTube channel. Ms. Moore stated that she believed Facebook events can be viewed at later times.

President's Report - None

Friends Report -

- The Friends Book Sale made approximately \$3600. There will be a paperback sale in January, a children's book sale in March, and a sci-fi book sale in May. The Friends will be holding another book round up on September 18th from 9am until 12pm.

Unfinished Business: None

New Business:

Study Room Guidelines - Updated study room guidelines were included in the board packets. Director Hartman stated that these guidelines had not been revised since 2018. Director Hartman explained that once the Board approved the guidelines that the city legal department had to approve them before they go into effect. Ms. Cox made a motion to accept the new guidelines. Ms. Mucciante seconded the motion. Board approved the new guidelines. Ms. Mucciante asked if the policies were posted on the website. Director Hartman assured that they were.

Public Forum: None

No Executive Session: None

Adjournment: Mr. Pettys made a motion to adjourn. The motion was seconded by Ms. Cray. Meeting was adjourned at 5:19PM.