

**LINCOLN LIBRARY BOARD OF TRUSTEES MEETING
OCTOBER 28, 2020
REMOTE ZOOM MEETING**

Board Present: Annie Brooks; Helen Cox, Vice-President; Cristina Cray; Arden Lang, President; Mary Mucciante; Marty Ryan, Secretary.

Board Absent: Larry Harvell, Andre Jordan, Tiffany Roe.

Staff Present: Jeff Blazis, Fiscal Officer; Rochelle Hartman, Director.

Public Present: None.

President Lang called the meeting to order at 4:46 p.m.

MINUTES: Ms. Cox made a motion to approve the minutes from the August 26, 2020, meeting. Ms. Cray seconded the motion. The motion carried.

DIRECTOR'S REPORT:

COVID-19 Update – The library has re-opened for full browsing. A few tables and study rooms are available by reservation. If customers prefer, they may still use curbside pickup; however, use has slowed. As COVID cases are increasing and the region may go into mitigations, the re-opening is not being actively promoted.

Vacancies – A Youth Services Manager has been hired and is scheduled to start December 7, 2020. The Communication Engagement position is in the final stages of the hiring process. The remaining vacancies are Library Assistant II, two Librarians and two Security Guards.

Holiday closings – The library will be closed on the following holidays: Veterans Day – November 11; Thanksgiving – November 26 & 27; Christmas – December 24 & 25; New Year's Day – January 1, 2021.

December Meeting – The next meeting of the Library Board is scheduled for Wednesday, December 2, 2020. There is no meeting in November.

Per Capita Grant – The annual Per Capita Grant will be presented for Board review at the December meeting. The grant is generally due on January 15.

Donation Update – The attorney for the Wagner bequest has received the signed papers from the Office of Corporation Counsel. When it is known how the city will disperse the funds, plans will be developed for its use.

Big Read – Rachel Blomberg, Reference Librarian, has taken the lead on planning for the Big Read. Many activities, which include a book talk, panel discussion and gardening series, are being planned. The installation of an interactive story walk at a local park is also being discussed.

Haunted Springfield – More than 250 people attended an online talk by an area author who spoke about ghosts in the Springfield area. The program will be held again November 4, 2020.

FINANCIAL REPORTS: Financial reports from July through September 2020 were reviewed. As expected, revenue and expenses are low due to the pandemic. It was noted that lines 1205 (Repair Machine Equipment) and 1501 (Office Furniture) are over budget. Line 1501 is the result of the purchase of COVID barriers for public service desks, while Line 1205 is due to an unexpected equipment repair.

PRESIDENT'S REPORT: President Lang thanked Director Hartman for her leadership during these uncertain times. She also commended Rachel Blomer, Reference Librarian, on her work with the Big Read committee.

LINCOLN LIBRARY FOUNDATION: Ms. Cox reported that the Foundation Board met just prior to the Library Board meeting. The Wagner Bequest and the DeFrates plaque were discussed.

As a side note, Ms. Cox complimented the new, colorful library cards that come with a key fob.

FRIENDS OF LINCOLN LIBRARY: Ms. Cray shared that the donation room is overflowing and that no additional items are being accepted. The Friends' Board hopes to have a large sale in spring 2021.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Nominating Committee – President Lang asked Ms. Brooks, Ms. Mucciante and Mr. Ryan to serve on the Nominating Committee. The members will meet via Zoom to set a slate of officers for the election. The Open Meetings Act will be reviewed to ensure proper meeting procedures are followed.

EXECUTIVE SESSION: None.

PUBLIC FORUM: None.

ADJOURNMENT: The meeting adjourned at 5:06 p.m. following a motion by Ms. Cox and a second by Mr. Ryan. The motion carried.

Submitted by Kim Hergett