

**Lincoln Library Board of Trustees Meeting
September 25, 2019
Lincoln Library Bicentennial Room**

Board Present: Helen Cox, Vice President; Andre Jordan; Arden Lang, President; Mary Mucciante; Marty Ryan, Secretary.

Board Absent: Annie Brooks, Cristina Cray, Larry Harvell.

Staff Present: Jeff Blazis, Fiscal Officer; Rochelle Hartman, Library Director; Emily Stone, Technical Services Manager.

Public Present: none

President Lang called the meeting to order at 4:52 p.m.

Minutes: Mr. Ryan made a motion to approve the minutes from the August 28, 2019, meeting of the Board. Ms. Mucciante seconded the motion. Motion carried.

Financial Reports: The August 2019 financial report and bill list were reviewed. Fiscal Officer Blazis noted that spending is on track for the year and that due to staff vacancies, some money has been saved.

Director's Report:

Vacancies/Staffing – The Library Assistant II position has been filled and the new staff member is scheduled to begin on October 7, 2019. Second-round interviews have taken place and offers will soon be made for the positions of Librarian I and Librarian III - Adult Services Manager. The Community Engagement Manager, Librarian III – Access Services Manager and the Computer Network Specialist positions remain vacant. As a higher level of experience is needed, the Computer Network Specialist job description and title will be re-written before accepting applications.

Representatives from AFSCME have set up a meeting with Director Hartman to discuss safety and security concerns.

Freedom of Information Request – WICS submitted a Freedom of Information Act (FOIA) request for records (2015 to present) of people banned from the library building and plaza. The request has been denied as burdensome, as an excess of 1,500 documents pages would require review.

Sunday Hours -- Sunday hours resume on October 6, 2019. The library will be open 1-5 p.m. through April 2020.

ILA Conference -- Director Hartman and several staff members will be attending the Illinois Library Association Conference (ILA) in Tinley Park, Illinois, October 22-24, 2019.

Meet the Director – The Springfield community will have the opportunity to meet Director Hartman at a reception on October 15, 2019, 2-4 p.m., in the Carnegie Room.

President's Report: Library customer, Mary Frances, has contacted President Lang to follow up on her suggestion to eliminate fines. Director Hartman supports going fine free and will pursue it when the Access Services department has a manager and additional information can be gathered.

Friends of Lincoln Library: On behalf of Ms. Cray, Kim Hergett reported that the Friends are having a book drive on Saturday, October 5, 2019, 10 a.m.-1 p.m. Customers with donations can drive up and volunteers will unload their car. A Fiction Book Sale has also been scheduled. It will be held on Saturday, October 19, 10 a.m.-2 p.m., in the DeFrates Room.

Unfinished Business: None.

New Business: None.

Executive Session: None.

Public Forum: None.

Constitution Week: Ms. Mucciante thanked library staff for their assistance with Constitution Week. The event was a success with Mayor Langfelder presenting a proclamation to both the Springfield and Sgt. Caleb Hopkins Chapters of the NSDAR and more than 60 library customers receiving free constitution books and preamble bookmarks.

Adjournment: The meeting adjourned at 5:18 p.m.

Submitted by Kim Hergett.

NEXT MEETING: Wednesday, October 23, 2019, at 4:45 p.m., Bicentennial Room.