

## LINCOLN LIBRARY BOARD OF TRUSTEES MEETING

DECEMBER 5, 2018

### LINCOLN LIBRARY BICENTENNIAL ROOM

**Board Present:** Helen Cox, Vice-President; Cristina Cray; Larry Harvell; Mary Muccianti; Dr. Donald Ross; Marty Ryan, Secretary.

**Board Absent:** Davida Fanniel; Arden Lang, President.

**Staff Present:** Jeff Blazis, Fiscal Officer; William O'Hearn, Director; Jessica Paulsen, Access Services Manager.

**Public Present:** None.

In the absence of President Lang, Vice-President Cox called the meeting to order at 4:45 p.m.

**MINUTES:** Ms. Cray made a motion to approve the October 2018 minutes. Mr. Ryan seconded the motion and the motion carried.

**FINANCIAL REPORTS:** The October 2018 financial report and bill list were reviewed.

#### **DIRECTOR'S REPORT:**

**Vacancies** – The Technical Services Manager resigned on November 28, 2018. The job descriptions for that position and the Community Engagement Specialist have been sent to Human Resources for approval. First-round interviews are scheduled for the Library Assistant II position and the Technical Support Specialist.

**Board Members** – Stuart Shiffman has resigned from the Library Board, as well as the board of the Friends of Lincoln Library. Springfield community member, Andre Jordan, has submitted his name to the Mayor to fill the vacancy.

**Holiday Party** – Board members are invited to the staff holiday party that is scheduled for December 6, 2018, 8:30 a.m. to 10 a.m., in the Carnegie Room.

*(Mr. Harvell arrived at 4:50 p.m.)*

**Off-Site Book Drops** – The Lincoln Library Foundation has paid for the purchase of off-site book drops that will be placed at three County Markets – Veterans Parkway, Dirksen Parkway, South 6<sup>th</sup> Street – in January 2019. The stores were chosen for their geographical locations. The drops will be placed inside the stores and library staff will collect items once per week.

**Sports Hall of Fame** – The Springfield Sports Hall of Fame will be moved from Municipal Center West to the third floor of the library in early 2019. Ace Sign is currently working on the signage.

**Per Capita Grant** – Director O'Hearn reviewed the Per Capita Grant application with the Library Board, noting that he had spoken with President Lang about some of the responses. The grant requires the review of Chapters 6-10 of the Trustee Facts File which focuses on the hiring and review of a Library Director. As the Lincoln Library Board acts in an advisory capacity, these duties fall to the City of Springfield. An additional grant requirement is a list of continuing education programs attended by library staff and board members. As in past years, the per capita grant funds will supplement the library's book and audiovisual budget for juvenile and adult materials.

**Festival of Trees** – Ms. Muccianti complimented the Lincoln Library entry at the Festival of Trees.

**PRESIDENT’S REPORT:** No report.

**FRIEND’S REPORT:** The annual winter paperback sale is scheduled for Saturday, January 12, 2019. There will be a sneak peek for members of the Friends on Friday, January 11, from 4 p.m. to 6 p.m.

**UNFINISHED BUSINESS:**

**Interlibrary Loan Policy** – Following review of an easy to read Interlibrary Loan Quick Fact, Ms. Muccianti made a motion to approve the policy. Mr. Harvell seconded the motion. The motion carried.

**Circulation Policy** – Mr. Ryan made a motion to approve the Circulation Policy. After a second by Ms. Cray, the motion carried.

**NEW BUSINESS:**

**Computer Use Policy** – Board members briefly looked over the Computer and Internet Use Policy. No changes were suggested. The policy will be presented for a vote at the January 2019 meeting of the Board.

**Officer Election** – The Nominating Committee (Ms. Cray, Mr. Ryan) proposed retaining the current officers for fiscal year 2020 -- Arden Lang, President; Helen Cox, Vice President; Marty Ryan, Secretary/Treasurer. Ms. Muccianti made a motion to approve the proposal. Mr. Ryan seconded the motion and the motion carried.

**2019 Board Meeting Dates** – Ms. Cray made a motion to approve the proposed list of 2018 meeting dates. Mr. Ryan seconded the motion. Motion carried. The Board will meet in the Bicentennial Room, at 4:45 p.m., on the following 2019 dates: January 23, February 27, March 27, April 24, May 22, July 24, August 28, September 25, October 23, December 4.

**EXECUTIVE SESSION:** None

**PUBLIC FORUM:** None

**ADJOURNMENT:** The meeting adjourned at 5:08 p.m.

Submitted by Kim Hergett

*The next meeting of the Lincoln Library Board of Trustees is scheduled for January 23, 2019.*