

**Lincoln Library Board of Trustees Meeting
December 4, 2019
Lincoln Library Bicentennial Room**

Informational Minutes – No Quorum

Board Present: Cristina Cray, Arden Lang, President; Mary Mucciante; Marty Ryan, Secretary.

Board Absent: Annie Brooks; Helen Cox, Vice President; Larry Harvell; Andre Jordan.

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

Public Present: none

Due to the lack of a quorum, President Lang called the meeting to order at 5:12 p.m.

Minutes: No action taken.

Financial Reports: The September 2019 and October 2019 financial reports and bills lists were reviewed.

Director's Report:

Vacancies – First round interviews have been scheduled for the positions of Computer Network Specialist and Librarian III – Access Services Manager. The Community Engagement opening remains vacant.

FY2021 Budget – Director Hartman and Fiscal Officer Blazis are preparing the budget for fiscal year 2021. The proposed budget is approximately 3% more than the previous year and includes an additional full-time security guard. When an Access Services manager is hired, the ramifications (financial and otherwise) of eliminating fines will be examined.

First Night – There will be no First Night events at the library, as the Arts Council is scaling back the number of venues it uses.

Holiday Closings – The library will be closed on December 24 and 25 in observance of the Christmas holiday. For the New Year holiday, the library will close at 5 p.m. on December 31 and remain closed through January 1.

Holiday Party – Board members are invited to the staff holiday party that is scheduled for Thursday, December 12, 8:30 a.m., in the Carnegie Room. The cost of the party is paid for by the library staff committee and the Friends of Lincoln Library.

Per Capita Grant – A draft of the Per Capita Grant application was reviewed. Chapter 3 of Serving Our Public 3.0 and Chapters 11-14 and appendices of the Trustee Facts File were

included in the December Board packet for Board member review. The per capita grant funds will supplement the print and audiovisual budget for juvenile and adult materials.

President's Report: No report.

Lincoln Library Foundation: The Lincoln Library Foundation approved funding a redesign of the library website and discussed a recent addition to the perpetual funds. The Foundation Board meets just prior to the Library Board in January, April, July and December. In order to allow time between Board meetings, as well as adequate time for discussion, it was suggested that the Foundation meetings be moved to 4 p.m.

Friends of Lincoln Library: Ms. Cray reported the Friends' membership renewals have been mailed and the following book sales have been scheduled in the DeFrates Room, 10 a.m.-2p.m.

- Winter Paperback Sale – Saturday, January 11
(Friends' Member Preview – Friday, January 10, 4-6 p.m.)
- Childrens Books – Saturday, March 7
- Sci-Fi Books – Saturday, May 2

Unfinished Business: None.

New Business:

Personal Possession Policy – Board members reviewed the draft copy of the Personal Possession Policy that was included in the meeting packet.

Officer Election – The Nominating Committee (Ms. Cray, Mr. Ryan) proposes retaining the current officers (President Lang, Vice President Cox, Secretary/Treasurer Ryan) for fiscal year 2021. No vote was taken, due to the lack of a quorum.

2020 Meeting Dates – No action taken.

Executive Session: None.

Public Forum: None.

Adjournment: The meeting adjourned at 5:34 p.m.

Submitted by Kim Hergett.

NEXT MEETING: Wednesday, January 29, 2020, at 4:45 p.m., Bicentennial Room.