

Lincoln Library Board of Trustees Meeting
May 27, 2020
Electronic Zoom Meeting

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

Board Absent: Larry Harvell; Andre Jordan.

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

Public Present: None.

President Lang called the meeting to order at 4:47 p.m.

Welcome: New Lincoln Library Trustee, Tiffany Roe, was welcomed to the Board.

Minutes: Ms. Cox made a motion to approve the minutes from the February 2020 meeting. The motion carried following a second by Ms. Cray. Ms. Roe abstained.

Financial Reports: Financial reports and bill lists from February through April 2020 were reviewed. It is anticipated that city revenue sources will be negatively impacted due to the pandemic. The Office of Budget & Management has requested city departments create budget scenarios with cuts of 5%, 8% and 10%. Outside of being mindful of spending and overtime expenses, at this time, no FY2021 budget modifications are required.

Director's Report:

COVID - The library is following the re-opening guidelines set by Governor Pritzker. Staff began returning to work in the building on May 18. Staggered work shifts will be the norm for a while.

While the building will remain closed to the public, the library will begin offering curbside pickup of hold items (max of 10) on June 1. The drive-up book drop has re-opened. Returned materials are being held in quarantine for 7 days.

An online reading challenge will replace the annual summer reading program. Participants will register through Beanstack and earn online badges. Craft opportunities and storytimes will be held on Facebook.

Vacancies – Hillary Rains, Youth Services Manager, resigned May 15, 2020. Interviews for the Computer Network Specialist opening will be held soon. There are four additional vacancies – Library Assistant II, Communication Manager, and two Security Guards.

Website Update – Director Hartman shared a preview of the new library logo and website, which may be complete by mid-summer. Staff have been working on the webpage and logo from home and via Zoom meetings.

IPLAR -- The Illinois Public Library Annual Report (IPLAR) was reviewed by the Board. The IPLAR serves as the library's annual statistical report and is due 60-days following the end of the fiscal year. Due to the pandemic, the deadline has been extended. President Lang and Secretary Ryan authorized library staff to electronically sign the IPLAR on their behalf.

President's Report: President Lang complimented Caroline Kionka, reference librarian, for a recent ZOOM talk she presented on e-resources. She mentioned that attendees found it informational and very thorough.

President Lang also praised Director Hartman's efforts to keep staff and customers safe during the pandemic, while still providing e-services and virtual programs.

Lincoln Library Foundation: Ms. Cox reported that the Foundation Board met just prior to the Library Board meeting. Financial reports were reviewed, as was a recent bequest from the estate of Michelle and Guerry Suggs.

Friends of Lincoln Library: Ms. Cray reported the Friends' Board has not met and donations are not being accepted at this time. The annual summer book sale may be rescheduled for some time in the fall.

Unfinished Business: None.

New Business:

Non-Resident Card Agreement – Ms. Cray made a motion to continue offering non-resident cards. Mr. Ryan seconded the motion. The motion carried.

Non-Resident Fee – Using a mathematical formula recommended by the Illinois State Library, the one-year non-resident card fee will increase from \$80 to \$85. The formula divides library income from tax sources (including Corporate Replacement Tax funds) and divides the amount by the local population to determine the cost of service per capita. Ms. Cray made a motion to follow the formula and set the nonresident card fee at \$85. Ms. Cox seconded the motion. The motion carried. The new fee will go into effect on July 1, 2020.

Executive Session: None.

Public Forum: None.

Adjournment: The meeting adjourned at 5:19 p.m.

Submitted by Kim Hergett.