

**LINCOLN LIBRARY BOARD OF TRUSTEES BOARD MEETING
DECEMBER 5, 2012
LINCOLN LIBRARY**

Board Present: Mark Denzler; Donna Ferguson; Jennifer Walsh Hammer, Vice-President; Gary Koch; Marty Ryan, President; Anthony Schuering, Secretary/Treasurer; Stuart Shiffman.

Board Absent: Davida Fanniel.

Staff Present: Jeff Blazis, Fiscal Officer; Nancy Huntley, Director; Lois Morse, Assistant Director.

Public Present: None.

President Ryan called the meeting to order at 5:03 p.m.

MINUTES: Mr. Shiffman made a motion to approve the October 2012 Board minutes. Mr. Denzler seconded the motion. The motion carried.

FINANCIAL REPORT & BILL LIST: The financial report and bill list for October 2012 were reviewed. Current staffing levels make efficient spending of book and materials funds difficult.

DIRECTOR'S REPORT:

First Night -- On December 31, 2012, the library will be open 10 a.m. to 5 p.m. For First Night events the library will reopen at 6 p.m. and close at 11 p.m. As in the past, the Springfield Area Arts Council will pay half of the Security Guard's salary for the evening.

Holiday Party -- The staff holiday party will be held at the library at 8:30 a.m. on Thursday, December 13, 2012. Breakfast, courtesy of the Friends of Lincoln Library, will be from Panera. Board members are welcome to attend. An order form is included in the Board packet.

Customer Letter -- A customer who is being charged for lost books, wrote the Board to express she had returned the items and is concerned about library check-in procedures. Ms. Morse explained the items came from several areas of the library and staff has checked the shelves, but not found them. As many customers find lost books in their home, car, etc., Ms. Morse has encouraged the customer to re-check her environment.

Board Appointments -- Rev. Fields has resigned from the Lincoln Library Board. Director Huntley and Bill Logan have discussed the need for a replacement, as well as the need to re-appoint those Board members whose terms have expired.

Budget FY2014 -- Staff has begun the FY2014 budget process. A maintenance budget with 41 personnel positions has been submitted. Funds not used in FY2013 will lapse into the following year. The library has received the \$40,000 from the sale of the West Branch.

SHARE -- Lincoln Library will not be part of SHARE, the Illinois Heartland Library System's (IHLS) automated system for resource sharing, but will rather have its own automated

system. The decision is partially a financial issue, but also an control issue in regards to items and policies. As Lincoln Library will remain part of IHLS, customers will still be able to request materials from other libraries. Lincoln Library is the largest library in IHLS and provides more items than it borrows.

FRIENDS OF LINCOLN LIBRARY: The Winter Paperback Sale will be held Saturday, January 19, 2013. The Friends of Lincoln Library are providing the funds for the staff holiday party and to purchase a new holiday tree for Youth Services.

ILLINOIS HEARTLAND LIBRARY SYSTEM (IHLS): Mr. Schuering reported the IHLS Board met on November 27, 2012. The SHARE system and policy questions were discussed.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

Nominating Committee – Ms. Ferguson made a motion to accept the Nominating Committee’s proposed slate of officers for the upcoming year -- Martin Ryan, President; Jennifer Walsh Hammer, Vice-President; Anthony Schuering, Secretary. Mr. Shiffman second the motion. The motion carried.

2013 Meeting Dates -- Mr. Schuering made a motion to approve the proposed list of 2013 meeting dates, cancelling the June meeting. Mr. Koch second the motion. Motion carried. The Board will continue to meet in the main library’s Bicentennial Room, at 5 p.m., on the fourth Wednesday of each month. The November and December meetings will be combined and held on Wednesday, December 4, 2013.

PUBLIC FORUM: None.

EXECUTIVE SESSION: None.

ADJOURNMENT: The meeting adjourned at 5:30 p.m.

Submitted By Kim Hergett