

**LINCOLN LIBRARY BOARD OF TRUSTEES BOARD MEETING
SEPTEMBER 24, 2014
LINCOLN LIBRARY**

Board Present: Jennifer Hammer, Vice President; Donna Lynn; Marty Ryan, President; Anthony Schuering, Secretary/Treasurer; Stuart Shiffman.

Board Absent: Davida Fanniel, Arden Lang, Katherine Starks-Lawrence.

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

Media Present: Jamie Munks, State Journal-Register.

Public Present: None.

President Ryan calling the meeting to order at 11:36 a.m.

MINUTES: Mr. Shiffman made a motion to approve the August 27, 2014, Board minutes. Mr. Schuering seconded the motion. The motion carried.

FINANCIAL REPORT & BILL LIST: The August 2014 financial reports and bill lists were briefly discussed. Revenue line 1651 reflects donations received by the library, rather than the Friends of Lincoln Library or the Lincoln Library Foundation. A mid-year review with the Office of Budget and Management confirmed spending is on target for the fiscal year.

DIRECTOR'S REPORT:

Sunday Hours – Sunday hours will resume, from 1 p.m. to 5 p.m., on October 5, 2014.

Vacancy – Lisa Sarm, Librarian I in Youth Services, has resigned. Human Resources will be posting the opening soon. Applications are currently being sought for a Librarian I position in the Reference Department.

FY16 Budget – The Office of Budget and Management will soon be seeking revenue and expenditures estimates for fiscal year 2016. It is likely to be a maintenance budget with perhaps a minimal increase in the electronic subscriptions line.

Circulation Policy Follow-Up – In response to a customer complaint regarding Circulation policies, staff polled libraries serving similar-sized populations - Champaign, Peoria, Evanston, Urbana and Bloomington. All of the libraries, like Lincoln Library, require a photo ID and a piece of mail with a recent postmark (within 30-60 days). Fines varied at the libraries. Some have a flat rate of 25 cents per item, per day. Others' rates varied according the item -- 10 cents a day for juvenile item up to \$1 per day for videos. (Lincoln Library fines are 25 cents per day. Videos are \$1 per day.)

Core Standards Review -- As a requirement for the Per Capita Grant, Chapter 7 (Collection Management & Resource Sharing) of the Standards for Illinois Public Libraries was reviewed. The standards are set by the Illinois State Library and the Illinois Library Association. Lincoln Library is meeting or exceeding most of the recommendations. The first standard asks that

libraries spend a minimum of 12% of the operating budget on materials for patrons. Currently, Lincoln Library spends 11% – 8% on print materials and 3% on electronic subscriptions. Items purchased with funds provided by the Friends of Lincoln Library and the Foundation cannot be included. The Board suggested the Core Standard Recommendations be used to request a fiscal year 2016 budget increase, so as to meet the 12% recommendation.

Lincoln Library's collection management plan is under review and once updated will be submitted for Board approval.

Edge Assessment/Planning Committee – Also a requirement of the 2014 Per Capita Grant, the Edge Assessment must be completed. Ms. Starks-Lawrence, Ms. Morse and Director Huntley have viewed the required webinar and will be completing the workbook. Once finished, the information will be presented to the Board and a Planning Committee will be formed for implementation. Ms. Hammer and Mr. Schuering expressed interest in serving on the Planning Committee with Ms. Starks-Lawrence and library staff.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Per Capita Grant -- The Illinois State Library Per Capita grant, due October 15, 2014 was reviewed. As in past years, the grant funds will supplement the library's book budget. Mr. Schuering made a motion to approve the grant application. Mr. Ryan seconded the motion. The motion carried.

October 2014 Board Meeting – Director Huntley will not be available for the October meeting of the Board. Kim Hergett will poll the Board via email to reschedule the meeting.

RENOVATION UPDATE: All furniture has been received. The DeFrates Reading Room and the Study Rooms are being used by the public and computer classes are being held in the Computer Room.

EXECUTIVE SESSION: None.

PUBLIC FORUM: None.

ADJOURNMENT: The meeting adjourned at 12:03 a.m.

Submitted By Kim Hergett