

**LINCOLN LIBRARY BOARD OF TRUSTEES BOARD MEETING
FEBRUARY 25, 2015
LINCOLN LIBRARY**

Board Present: Larry Harvell, Arden Lang, Marty Ryan, President; Anthony Schuering, Secretary/Treasurer; Stuart Shiffman; Katherine Starks Lawrence.

Board Absent: Davida Fanniel, Jennifer Hammer, Vice-President.

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

Public Present: None.

President Ryan called the meeting to order at 11:35 a.m.

INTRODUCTIONS: New Trustee, Larry Harvell, was welcomed to the Board.

MINUTES: Mr. Shiffman made a motion to approve the December 2014 Board minutes. Mr. Schuering seconded the motion. The motion carried with Mr. Harvell abstaining from the vote.

FINANCIAL REPORT & BILL LIST: The January 2015 financial report and bill list were reviewed. City Council has extended the Baker & Taylor contract for one year.

DIRECTOR'S REPORT:

Zinio Digital Magazines – The library is now offering digital magazines through Zinio. Customers, with a valid library card, have unlimited access to 70 complete magazines that can be downloaded to computers and a variety of mobile devices. Zinio offers unlimited downloads and there no returns.

Hold Notifications by Text Message - Customers can now sign-up to receive a text message when an item is available for pickup.

Books Worth A Look Blog – Browse book reviews by staff on the “Books Worth a Look” blog - <http://www.llbwl.blogspot.com/> .

Trustee Training Videos – Board members are encouraged to view the trustee training videos on the American Library Association website. Website and login info is included in the Board packet.

FY16 Budget – City Council has approved the library’s budget for fiscal year 2016. Additional funds for the hiring of pages to shelve books were not included. Volunteers and staff will continue shelving materials.

COMMITTEE REPORT:

Strategic Planning Committee – Ms. Lawrence reported the Strategic Planning Committee was unable to meet in February; however, she and Director Huntley reviewed Chapter 2 of the book, “Strategic Planning for Results.” In addition, they discussed the content of the letter and packet that will be sent to the Community Stakeholders who will make up a committee to work on a community vision and library service responses. The first meeting of the Community Stakeholders will be in April.

LINCOLN LIBRARY FOUNDATION: The remaining years of the State Journal Register Digital Archive have been purchased with funds from the DeFrates bequest. The remaining funds will be left in the U.S. Bank

account. The possibility of remodeling the third floor of the library will be re-visited in fall 2015.

FRIENDS OF LINCOLN LIBRARY: The Winter Paperback Sale raised approximately \$900, which is down from previous years due to fewer books and customers.

Upcoming Friends' programs include a travelogue on India and Nepal by Steve Rambach (March 2, 2015) and a presentation on England by John Lynn (March 23, 2015).

The Friends have recently received a \$10,000 bequest. Mr. Shiffman has spoken with the family and the funds may be used to set up a fund with the Lincoln Library Foundation.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

Circulation Policy – The revised circulation policy has been reviewed by Corporation Counsel. Policy changes include:

- No longer providing transient cards, as material losses are high. Staff did poll other libraries and this appears to be a standard policy. Director Huntley will call the State Library for clarification on their policies regarding library cards. A library card is not needed to use the materials within the library, including computers.
- A one-month restricted card will be provided to customers who apply for a card and present a proof of long-term residency, but only have an out-of-state license for proof of identity.

At the request of the Board, the following changes will be made:

- Under "Library Cards" the University of Illinois Springfield (UIS) – This section should be moved to "reciprocal" and re-stated to read "Lincoln Library maintains a reciprocal borrowing agreement with Brookens Library, University of Illinois at Springfield."
- Page 8 – the period after "\$5" should be removed

The policy will be presented to the Board for a vote at the March 2015 meeting.

Personal Possession Policy – The personal possessions policy has been revised to clarify the types and sizes of items that are unacceptable to bring into the library. Following review, the Board suggested that the policy more clearly state that customers will not be allowed to have two or more bags, backpacks or plastic bags with them while in the library.

PUBLIC FORUM: None.

EXECUTIVE SESSION: None.

ADJOURNMENT: The meeting adjourned at 12:07 p.m.

Submitted By Kim Hergett