

LINCOLN LIBRARY BOARD OF TRUSTEES MEETING
APRIL 27, 2016
LINCOLN LIBRARY BICENTENNIAL ROOM

Board Present: Helen Cox; Cristina Cray; Larry Harvell; Arden Lang, Vice President; Dr. Donald Ross; Marty Ryan, Secretary; Katherine Starks Lawrence, President.

Board Absent: Davida Fanniel; Stuart Shiffman.

Staff Present: Bonnie Drew, Mayor's Executive Assistant; Phyllis Barnard, Youth Services Manager; Jeff Blazis, Fiscal Officer; Nancy Huntley, Director; Jessica Paulsen, Circulation Services Manager; Eve Stano, Reference Services Manager.

Public Present: None.

President Starks-Lawrence called the meeting to order at 4:49 p.m.

INTRODUCTIONS: Eve Stano, the newly appointed Reference Services Manager, was introduced.

MINUTES: The minutes from the March 2016 meeting of the Board were approved following a motion by Ms. Cox and a second by Dr. Ross. The motion carried.

FINANCIAL REPORT & BILL LIST: The bill lists and financial reports for February and March 2016 were reviewed. February figures may change slightly once the annual city audit is complete. Ninety-four percent of the book budget line was expended in fiscal year 2016. The library does not have any early retirement or vacation buy backs to pay in fiscal year 2017.

PRESIDENT'S REPORT:

Board & Commission Notification – President Starks-Lawrence thanked Ms. Cray and Mr. Shiffman for looking into the new law requiring email alerts for government Board and Commission meetings. Both board members verified that the law only applies to Illinois State Boards and Commissions.

Economic Interest Statement Deadline – Board members were reminded to submit a complete Economic Interest Statement by the May 1, 2016, deadline. Details can be found on the Sangamon County Clerk's website.

DIRECTOR'S REPORT:

Per Capita Grant – Lincoln Library has been awarded \$89,611.31 from the annual Illinois Public Library Per Capita Grant. The amount is down from last year's amount of approximately \$145,000. As in the past, the per capita grant funds will be used for the purchase of books. The decreased amount will not likely affect the budget, as the difference will be made up from savings in other lines. It is unclear how long the budget impasse at the State Level will delay the receipt of the funds.

(Larry Harvell arrived at 4:55 p.m.)

EnvisionWare – New registration and print software has been installed on the public computers. EnvisionWare is more user-friendly than the previous software and it allows mobile/wireless printing from devices in the library or jobs can be sent from home.

Sound System – The Friends of Lincoln Library have purchased a new sound system for the Carnegie Rooms. Sundown One is scheduled to install the equipment over several days in May.

Staff Institute – The annual day of continuing education for staff has been delayed until the fall. Plans are to hold it during the time the library is closed for renovation.

FRIENDS OF LINCOLN LIBRARY:

Program – Director Huntley reported there were 60 people present for John Lynn’s presentation, “Life on the Santa Fe Trail,” on April 10, 2016.

Summer Book Sale – The Friends’ summer book sale will be Friday, June 10 (10 a.m.-6 p.m.) and Saturday, June 11 (10 a.m.-4 p.m.). A letter soliciting volunteer help for the sale will be mailed to Friends’ members soon. The form will also be available on the library’s website. Marketing for the sale involves mailing 200+ flyers to local businesses, sending a press release, posting on social media and having information on the website and in the Bulletin. In the past, the Friends’ president has also spoken on morning radio shows and advertising has been purchased on the side of the YWCA building -- it is unknown if there are plans for such marketing this year. It is believed that including the book sale in the CWLP bill insert is prohibited due to the expense. The majority of the items sold at the Book Sale are donated by the public; a small amount are library discards.

STRATEGIC PLANNING COMMITTEE:

Service Priorities – The Lincoln Library Board reviewed the Service Priorities that were selected by the Strategic Planning Committee and library staff. The five responses are: Be an Informed Citizen, Celebrate Diversity, Create Young Readers, Satisfy Curiosity/Stimulate Imagination, Visit a Comfortable Space. Director Huntley believes the most difficult to achieve will be “Visit a Comfortable Space,” as public perception must be changed. Ms. Cox made a motion to accept the five service responses. Mr. Ryan seconded the motion. The motion carried.

As part of the strategic planning process, library staff will soon be asked to anonymously complete a survey that will evaluate the organizational culture and openness to change.

LINCOLN LIBRARY FOUNDATION:

Renovation – Plans for the renovation are moving forward and construction is anticipated to begin in late August or early September. A pre-bid meeting is scheduled for May 12, 2016, and the bids will be opened on May 25, 2016. As Director Huntley will be out of the office, Kevin Handy, Graham & Hyde architect, and Curtis Mann, Sangamon Valley Collection Manager and renovation manager, will be present. As the library building is owned by the city of Springfield, City Council will need to approve/accept the bid. The renovation will affect all library floors. Plans include: new carpeting on 3rd floor; housing entire fiction collection on the third floor; relocating the DeFrates Reading Room to the third floor (2nd floor room will become an all-purpose meeting room); Periodicals department moving to first floor, a larger Young Adult area with computers, moving the Circulation desk to a more prominent centralized location on the first floor, expansion of the Sangamon Valley Collection, an area specifically for the Friends of Lincoln Library book donations, and moving the Extension Services staff and collection into Technical Services. Once complete, changes will be announced through the media as well as through the library website, social media and newsletter.

UNFINISHED BUSINESS:

Foundation Community Member – The appointment of a community member to the Lincoln Library Foundation Board was tabled until the availability of a potential candidate could be verified.

Board members with alternate candidate names, should contact Director Huntley by May 31, 2016. A community member with financial and/or fund-raising experience is preferred. The Foundation Board meets quarterly (January, April, July, October) on the fourth Wednesday at 4:15 p.m.

NEW BUSINESS:

IPLAR – The Illinois Public Library Report (IPLAR) was distributed at the Board meeting. The Board reviewed the report noting: Ms. Cox's address needed corrected, statistics and financial figures are from fiscal year 2016 and are unaudited (numbers may vary slightly following audit), an increase in adult program attendance due to offering additional computer classes, statistics for Young Adult programming are now being kept. As the IPLAR must be submitted by May 1, 2016, board members were encouraged to review the report again and to contact Director Huntley by April 29, 2016, with any corrections or concerns. An electronic signature by the Library Director, Board President and Board Secretary is required for submission. Mr. Ryan, Secretary, gave his approval. President Starks-Lawrence will contact Director Huntley by April 29, 2016.

NOTES:

Bonnie Drew, Executive Assistant to the Mayor, commended Director Huntley and library staff for the outstanding service provided to the public and thanked the Library Board for the support and direction offered.

The next meeting of the Lincoln Library Board will be Wednesday, June 1, 2016, at 4:45 p.m. in the Bicentennial Room.

Director Huntley will contact Dr. Ross and Ms. Cray to re-schedule a time for a library orientation.

PUBLIC FORUM: None.

ADJOURNMENT: The meeting adjourned at 5:29 p.m.

Submitted By Kim Hergett