

**LINCOLN LIBRARY BOARD OF TRUSTEES MEETING  
AUGUST 24, 2016  
LINCOLN LIBRARY BICENTENNIAL ROOM**

**Board Present:** Helen Cox; Cristina Cray; Arden Lang, Vice President; Katherine Starks Lawrence, President; Marty Ryan, Secretary; Stuart Shiffman.

**Board Absent:** Davida Fanniel; Larry Harvell; Dr. Donald Ross.

**Staff Present:** Jeff Blazis, Fiscal Officer; Nancy Huntley, Director.

**Public Present:** None.

President Starks-Lawrence called the meeting to order at 4:50 p.m.

**MINUTES:** The minutes from the July 2016 meeting of the Board were approved following a motion by Ms. Lang and a second by Ms. Cray. The motion carried.

**FINANCIAL REPORT & BILL LIST:** The July bill list and financial report were reviewed. There were no questions.

**PRESIDENT'S REPORT:**

**Electronic Attendance & Open Meetings Act:** Director Huntley will contact Corporation Counsel regarding the legalities of Board Members attending meetings by phone or video conference. Current Board By-Laws do not have a provision allowing electronic attendance and will need to be amended, if such attendance is deemed to be within the Open Meetings Act.

**DIRECTOR'S REPORT:**

**Summer Reading Program:** Registration for the summer reading program was down despite increased publicity, which included visits to local schools. The increased competition from area organizations offering similar summer reading programs could have contributed to the decrease. Changes to the program, including procedures and prizes, are being explored.

**Vacancies:** Resignation of Brad Hess, Technical Services Manager, is effective August 26, 2016. Due to the planned October retirement of a Reference Librarian, an additional person will be hired from the pool of applicants recently interviewed to fill current department vacancies. Phyllis Barnard, Youth Services Manager, has announced her intent to retire in December 2016. Applications for the Communications Manager position are being reviewed.

**Renovation:** The third floor of the library will be closed to the public when renovation

begins on September 6, 2016. Demolition of bathrooms, walls and carpet removal will be the first phase of the project. Installation of the new carpet is scheduled to begin September 26, 2016. During the renovation, the following will not be available to the public: older fiction, periodicals, Sangamon Valley Collection, Bicentennial Room, DeFrates Reading Room. Current newspapers will be available on the second floor. When possible, staff will retrieve older fiction from the third floor book stacks. The first and second floors will also see some changes, including the creation of the a multi-purpose room (DeFrates Reading Room will move to third floor), expansion of the Teen Zone and moving of the Circulation desk. The contractor estimates the renovation will be complete in the first week of December.

**Staff Institute:** The annual Staff Institute will be held on Friday, September 30, 2016. The building will be closed to the public. The cost of this day of continuing staff education is underwritten by the Friends of Lincoln Library.

**FRIENDS OF LINCOLN LIBRARY:** Mr. Shiffman, President of the Friends of Lincoln Library, anticipates there will be changes to next years' book sales. A lack of storage space during the library renovation has temporary halted the acceptance of book sale donations. Off-site storage is not feasible.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC FORUM:** None.

**ADJOURNMENT:** The meeting adjourned at 5:06 p.m.

Submitted By Kim Hergett