

**LINCOLN LIBRARY BOARD OF TRUSTEES MEETING
MARCH 23, 2016
LINCOLN LIBRARY BICENTENNIAL ROOM**

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

Board Absent: Davida Faniel.

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

Public Present: None.

President Ryan called the meeting to order at 4:47 p.m.

INTRODUCTIONS: Newly appointed members, Cristina Cray and Donald Ross, were welcomed to the Board.

MINUTES: The minutes from the February 2016 meeting of the Board were approved with motion by Ms. Lang and a second by Mr. Shiffman. Motion carried.

FINANCIAL REPORT & BILL LIST: The January 2016 financial report and bill list were reviewed. The Board had no questions.

As follow-up to a question at the February Board meeting, Director Huntley reported that an online version of Standards & Poors Financial Guide does not exist. The library does subscribe to the online version of the ValueLine Investment Survey. Staff does review all print reference sources and assess customer use prior to purchasing.

DIRECTOR'S REPORT:

National Library Week – National Library Week will be April 10 – 16, 2016. Bookmarks will be available for the public, but there will not be any special programs.

FY17 Budget – The Fiscal Year 2017 budget was approved by City Council mostly submitted with the addition of funds for the hiring of pages (part-time shelvers) in the fall.

In the original FY17 request, line 1706 (communication equipment) was increased to \$18,000 (FY2016 - \$1,000) for the purchase of new digital radios for the Security Guards and the public service desks. Current radios are analog.

Vacancies – The Library Assistant III position in Circulation has been filled, making the department fully staffed.

The Reference department will be experiencing changes in the next month. An assistant with more than 30-years at Lincoln Library will be leaving at the end of March 2016. In addition, the current manager, Curtis Mann, will be giving up the responsibilities of the Reference department to concentrate on managing the Sangamon Valley Collection and his role as City Historian. As interviews have been conducted, Director Huntley anticipates the new Adult Services Manager will be in place soon.

New Board Member Orientation – A library orientation for new board members, Cristina Cray and Dr. Donald Ross, was set for 5 p.m. on Wednesday, April 20.

Strategic Planning Committee – President Starks-Lawrence reported that the March 21, 2016, meeting of the Strategic Planning Committee was cancelled as several members were unable to attend.

Staff is following the Public Library Association’s (PLA) “Strategic Planning for Results” to develop a plan. The process focuses on the community first and the library second. The Springfield population has been surveyed (UIS conducted a community stakeholder survey and library staff solicited input via a web survey) regarding community needs. The service responses have been narrowed to 5. The Board should review the service responses, as well as the Service Priorities for discussion at the April meeting of the Board. (Both items included in March Board packet.) Budget impact should be considered.

(Larry Harvell arrived at 5:05 p.m.)

LINCOLN LIBRARY FOUNDATION: A community member, preferably with financial and/or fund raising experience, is needed for appointment to the Lincoln Library Foundation Board. The Foundation Board meets quarterly (January, April, July, October) on the fourth Wednesday at 4:15 p.m. Name recommendations should be sent to Director Huntley prior to the April Board meeting.

The Lincoln Library Foundation Board oversees the library’s gift and memorial donations. The money is held in accounts at Morgan Stanley and U.S. Bank. The restricted donations are used for the purchase of library items – books, audio-visual, the State-Journal register archive, etc. The DeFrates bequest has been used to create a reading room, renovate the second floor of the library and soon, the third floor remodel.

FRIENDS OF LINCOLN LIBRARY: The Friends will host John Lynn on on April 10, at 2 p.m., for “Life on the Santa Fe Trail.”

The Summer Book Sale is scheduled for June 10 and 11. Information for volunteering to assist will be available in May.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

PRESIDENT’S REPORT:

Board & Commission Notification – President Lawrence shared an article from the State Journal-Register (December 30, 2015), entitled “New State Law Allows Alerts for Government Meetings.” Mr. Shiffman will verify that only Illinois State Boards and Commissions must provide email alerts to interested residents.

Open Meetings Act Training & Economic Interest Statements: President Lawrence reminded Board members, to complete and submit the Economic Interest Statements, as well as the Open Meetings Act Training, if they have not already done so.

ADJOURNMENT: The meeting adjourned at 5:16 p.m.

Submitted By Kim Hergett