

**LINCOLN LIBRARY BOARD OF TRUSTEES MEETING
SEPTEMBER 28, 2016
LINCOLN LIBRARY BICENTENNIAL ROOM**

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

Board Absent: Davida Fanniel; Larry Harvell.

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

Public Present: None.

President Starks-Lawrence called the meeting to order at 4:45 p.m.

INTRODUCTIONS: None.

MINUTES: The minutes from the August 2016 meeting of the Board were approved following a motion by Mr. Shiffman and a second by Ms. Cox. The motion carried.

FINANCIAL REPORT & BILL LIST: The August 2016 bill list and financial report were reviewed. Line 1806 expenditure for Fleet Maintenance Services is the maintenance and repair plan with the City garage for the Extension Services van and the Security van.

PRESIDENT'S REPORT:

Bylaws – President Starks Lawrence reports that she is continuing to work on updating the Library Board bylaws.

Strategic Plan – Due to the library renovation, the September meeting of the Strategic Planning Committee was canceled.

DIRECTOR'S REPORT:

Sunday Hours – Sunday hours at Lincoln Library resume October 2, 2016, and will run through April 2017. As in the past, the library will be open 1 p.m. to 5 p.m.

Vacancies – Interviews for the Adult Services librarian and Youth Services librarian vacancies will be conducted soon. The first round of interviews for the Communication Manager have been completed. September 29, 2016, is the deadline for submitting an application for the Technical Services Manager opening.

Renovation – Demolition of the third floor began September 6, 2016. Most employee offices have been relocated to the second floor of the library. Due to safety concerns, customers cannot access the third floor; however, they can place a request(s) and staff

will retrieve the items when possible.

There have been a few minor set-backs with the renovation – incorrect drywall delivered, removal of some asbestos tile and delivery of the carpet has been delayed until October 3, 2016.

Staff Institute: Staff Institute will be held Friday, September 30, 2016. The building will be closed to the public. The day of continuing staff education will include sessions on customer service, confidentiality, security and de-stressing. The Friends of Lincoln Library are again covering the cost of the day, which includes staff service awards, breakfast and lunch.

FRIENDS OF LINCOLN LIBRARY: The Friends of Lincoln Library will present “Music Lincoln Loved,” with Thomas Trimborn, Truman State University Professor Emeritus of Music, at 7 p.m. on Monday, October 24, 2016.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

PUBLIC FORUM: None.

ADJOURNMENT: The meeting adjourned at 4:59 p.m.

Submitted By Kim Hergett