

**LINCOLN LIBRARY BOARD OF TRUSTEES MEETING**  
**APRIL 26, 2017**  
**LINCOLN LIBRARY BICENTENNIAL ROOM**

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

**Board Absent:** Davida Fanniel.

**Staff Present:** Jeff Blazis, Fiscal Officer; Nancy Huntley, Director; Jessica Paulsen, Circulation Manager.

**Public Present:** None.

Ms. Lang, Lincoln Library Board President, called the meeting to order at 5:01 p.m.

**DIRECTOR APPRECIATION:** Noting it was Director Huntley's final Board meeting prior to retirement on May 5, 2017, President Lang thanked her for her many years of service and dedication to the library, staff and the community.

**MINUTES:** Ms. Cox made a motion to approve the minutes from the March 2017 meeting of the Board. Mr. Ryan seconded the motion and the motion carried with Mr. Shiffman voting Present.

**FINANCIAL REPORTS:** February 2017 financial reports were reviewed. The figures may change once the annual city audit is complete. The March 2017 reports were also reviewed. It was noted that for fiscal year 2018, \$90,000 was budgeted for the Per Capita Grant. \$135,000 was estimated for fiscal year 2017; however, only \$89,000 was received.

**DIRECTOR'S REPORT:**

**Renovation** – All furniture has been delivered with the exception of a desk for the first floor. A few bills remain outstanding, including for Graham & Hyde, Cloyd Builders and Resource One. Most customers have been complimentary about the changes. The new Multipurpose Room has seen a lot of use from customers and staff programs.

**Vacancies** – Four staff positions are vacant. Interviews have taken place and a recommendation has been given to Human Resources for the Librarian I in Reference. Applications are being accepted through April 30, 2017, for a Librarian I in Technical Services. The Technical Services Library Assistant I has passed the justification process and will be posted soon. A manager for Youth Services has a start date of May 8, 2017.

Interviewing for a new Director is ongoing. The new Director should be in place mid to late summer. Curtis Mann, Sangamon Valley Collection, manager will act as the interim Director.

**IPLAR** -- The Illinois Public Library Annual Report serves as the library's annual statistical report. The report must be submitted to the Illinois State Library 60 days following the end of the fiscal year; thus, the financial figures and statistics in the report are un-audited numbers from fiscal year 2017. The figures may vary slightly once the city audit is complete. Having an Annual Report on file with the Illinois State Library is a Per Capita grant requirement. Reports from other libraries are available online for comparison; however, it is often a couple years out of date.

Noted during the review:

- Some statistics, including passive programs, one-on-one tutorials, autism spectrum programming, were not kept during fiscal year 2017, but will be recorded in the future.
- The IPLAR figures staff hours on a 40-hour work week. Lincoln Library staff work 37.5 hours each week.
- The number of library cards holders has decreased.
- The addition of Hoopla has considerably increased the number (700,000) of ebooks offered.
- Circulation figures are down.
- The large drop in programming is due to the renovation. No computer classes were held between September 2016 and January 2017.
- Lincoln Library is a stand-alone library and not part of a district.

The IPLAR computer system did not record the total number of reference transactions. Director Huntley will contact the ISL for assistance.

*(Mr. Shiffman left at 5:20 p.m.)*

## **UNFINISHED BUSINESS:**

**Circulation Policy** – The Circulation Policy was presented to the Board for review at the March meeting and was scheduled for passage at the current meeting; however, neither revisions, nor approval have been received from Corporation Counsel. The policy cannot move forward until a response is received from the legal department.

In addition to the elimination of juvenile fines and lowering the age eligible for a card to 16, the new policy will offer e-cards to all Springfield School District 186 students. This will require an intergovernmental agreement that will need approval by the Springfield School District 186 Board and the Springfield City Council.

Ms. Cray proposed a resolution stating that the Lincoln Library Board supports approving the revised Circulation Policy following consent from the Corporation Counsel and the City Council. Mr. Ryan seconded the motion. The motion carried.

Director Huntley will share the Board's resolution with Corporation Counsel. In response to a customer (Terry Steczo) letter, she will also seek an opinion on the length of time a non-resident library card can be issued to a property owner.

**Meeting Room Regulations** – Approval for the meeting room regulations has also not been received from Corporation Counsel. Ms. Cox made a motion approving the revised meeting room policy pending review from Corporation Counsel. Mr. Ryan seconded the motion. The motion carried.

**NEW BUSINESS:** None.

**EXECUTIVE SESSION:** None.

**PUBLIC FORUM:** None.

**ADJOURNMENT:** The meeting adjourned at 5:35 p.m.

Submitted by Kim Hergett

The next meeting of the Lincoln Library Board is scheduled for WEDNESDAY, JUNE 14, 2017, at 4:45 p.m., in the Bicentennial Room.