

**LINCOLN LIBRARY BOARD OF TRUSTEES MEETING
DECEMBER 6, 2017
LINCOLN LIBRARY BICENTENNIAL ROOM**

Board Present: Helen Cox, Vice President; Cristina Cray; Arden Lang, President; Mary Mucciante; Dr. Donald Ross; Stuart Shiffman.

Board Absent: Davida Fanniel; Larry Harvell; Marty Ryan, Secretary.

Staff Present: Jeff Blazis, Fiscal Officer; William O'Hearn, Director.

Public Present: None.

President Lang, called the meeting to order at 4:51 p.m.

MINUTES: Ms. Cray made a motion to approve the minutes from the September 2017 meeting of the Board. Ms. Cox seconded the motion and the motion carried.

FINANCIAL REPORTS: The October 2017 financial reports were reviewed. There were no questions.

DIRECTOR'S REPORT:

Vacancy– Second-round interviews for the Adult Services Manager (Librarian III) vacancy are underway. It is anticipated the position will be filled in January 2018.

Holiday Party – The Staff Holiday Party is scheduled for 8:30 a.m. on Thursday, December 14, 2017. A variety of breakfast items will be served. Board members who would like to attend should contact Mikki Buhl, receptionist.

Holiday Closings – Lincoln Library will be closed for the Christmas holiday December 23 - 25, 2017. For the New Year holiday, the library will be closed December 31, 2017, and January 1, 2018.

Strategic Plan – The first draft of the Strategic Plan is currently being written. The committee's goal is to have the plan complete and submitted for approval at the February Board meeting. President Lang is unable to attend the next committee meeting. Ms. Cox and Ms. Cray have expressed interest in attending in her absence.

Holiday Fine Forgiveness – Jessica Paulsen, Circulation Manager, has created a holiday fine forgiveness display in the lobby. Customers are invited to anonymously pay off a child's book fines, allowing them to use the library again. At this time, 32 people have paid more than \$500 in fines. The display will be up through December 2017.

Anti-Harassment Training – Eighteen staff members attended anti-harassment training provided by the Prairie Center Against Sexual Assault. The presentation will be shared via email with staff unable to attend.

Per Capita Grant –

Standards Chapter 12 Review: As a requirement for the Per Capita Grant, Chapter 12 (Safety) of the Serving Our Public 3.0: Standards for Illinois Public Libraries was reviewed. Lincoln Library meets 11 of the 15 recommended safety standards. Staff will work towards addressing the unmet standards, including the addition of tornado shelter signage, having emergency supply bags and creating a disaster/salvage plan.

Trustee Facts File – Board Bylaws Review: Chapters 1 – 5 of the Trustee Facts File were reviewed as

required for the Per Capita Grant. The current Lincoln Library Board Bylaws, revised in 2011, do not contain several recommended topics. To address the need to update the bylaws, the Board agreed to review them over the next few Board meetings. Once complete, the revised bylaws will need to be submitted to the Corporation Counsel prior to being adopted by the Library Board.

Adding electronic attendance, something recently adopted by City Council, is being looked into. Per Corporation Counsel, the board will need to adopt a bylaw change that would allow electronic/digital attendance with the understanding that a physical quorum is still required and must be maintained throughout the meeting. In addition, the electronic/digital attendance by a board member is limited to illness/disability, employment demands, and emergencies.

Following review of the Standards and Trustee Facts, the Board reviewed the Per Capita Grant application. As in past years, the grant funds will supplement the library's book budget, specifically being used for the purchase of books and audiovisual materials for juveniles and adults.

FRIENDS OF LINCOLN LIBRARY:

Book Sale – The Friends of Lincoln Library will hold their annual winter paperback sale in the Carnegie Room on Saturday, January 13, 2018, from 10 a.m. until 2 p.m. In addition to paperbacks, this year's sale will offer CDs and DVDs.

UNFINISHED BUSINESS: None

NEW BUSINESS:

First Night -- Mr. Shiffman made a motion to allow the Springfield Area Arts Council to use the library for First Night with the understanding the Council will pay half the Security Guard's salary (\$92.21). Ms. Cray seconded the motion. The motion carried.

Nominating Committee – Mr. Shiffman and Mr. Ryan will prepare a slate of officers for a January election.

2018 Meeting Dates -- Mr. Shiffman made a motion to approve the proposed list of 2018 meeting dates. Ms. Muccianti seconded the motion. Motion carried. The Board will meet in the Bicentennial Room, at 4:45 p.m., on the following 2018 dates: January 24, February 28, March 28, April 25, May 23, July 25, August 22, September 26, October 24, December 5.

EXECUTIVE SESSION: None.

PUBLIC FORUM: None.

ADJOURNMENT: The meeting adjourned at 5:18 p.m.

Submitted By Kim Hergett

The next meeting of the Lincoln Library Board is scheduled for WEDNESDAY, JANUARY 24, 2018, at 4:45 p.m., in the Bicentennial Room.