

**LINCOLN LIBRARY BOARD OF TRUSTEES MEETING  
JANUARY 11, 2017  
LINCOLN LIBRARY BICENTENNIAL ROOM**

**Board Present:** Helen Cox; Davida Fanniel; Larry Harvell; Dr. Donald Ross; Marty Ryan, Secretary; Stuart Shiffman.

**Board Absent:** Cristina Cray; Arden Lang, Vice President.

**Staff Present:** Jeff Blazis, Fiscal Officer; Elizabeth Buchta, Communications Manager; Nancy Huntley, Director.

**Public Present:** None.

Mr. Ryan, Lincoln Library Board Secretary, called the meeting to order at 4:55 p.m.

**INTRODUCTIONS:** Elizabeth Buchta, the library's new Communications Manager, was introduced to the Board.

**MINUTES:** The minutes from the October 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 Board had no questions regarding the October and November 2016 financial statements. The Office of Budget & Management has asked all city departments to cut 2% from the current fiscal year's budget. Due to vacancies, it is anticipated that 2%, or more, will be saved in the library's personnel line.

**DIRECTOR'S REPORT:**

**Budget** – A lack of sales tax income will negatively impact the fiscal year 2018 budget. Mayor Langfelder has proposed several revenue enhancements, including a 2% increase in the telecommunications tax that helps fund the library; however, Alderman are requesting budget cuts prior to considering any tax revenue increases. Lincoln Library's budget hearing will be held on January 17, 2017.

**Vacancies** – Phyllis Barnard, Youth Services Manager, retired on December 17, 2016. Her position and two Librarian I openings (Adult Services and Technical Services) are the current library vacancies.

**Renovation** – The third floor has been re-opened to the public; however, delivery of the furniture has been delayed until late February. Work on the first floor will begin soon with the demolition of the Circulation desk, re-carpeting, and construction of the Teen Zone and new Circulation desk. A grand re-opening will be held once construction is complete and all furniture is in place.

**Strategic Plan** – Library staff continues to work on the Strategic Plan tag line, goals and objectives. The passing of Board President and Strategic Planning Committee Chair, Katherine Starks-Lawrence, has left a vacancy on the committee. Any Board members interested in serving on the committee with library staff and Ms. Lang, library board Vice President, should contact Director Huntley.

**Per Capita Grant Core Standard Review** - As a requirement for the Per Capita Grant, Chapter 6 (Access) of the Standards for Illinois Public Libraries was reviewed. With the exception of the number of hours open, Lincoln Library meets the standard. Lincoln Library is open 57 hours weekly, below the recommended 75 hours. Opening additional hours would require a larger staff and budget. Computer classes, electronic resources and eCards are just a few ways staff is working to increase customer access to education programs and training opportunities. As in past years, the per capita grant funds will supplement the library's book budget for juvenile and adult materials. The amount of the grant is unknown. In fiscal year 2017, the per capita grant award was approximately \$89,000; a decrease from fiscal year 2016's \$145,000.

**FRIENDS OF LINCOLN LIBRARY:** The winter paperback sale will not be held, due to a lack of donations caused by the library renovation. The summer book sale is schedule for June 9 and 10, 2017.

**UNFINISHED BUSINESS:**

**Board Elections** – In the absence of Vice President Lang, the officer election was postponed until the March meeting of the Library Board.

**NEW BUSINESS:**

**2017 Board Meeting Dates** - Mr. Shiffman made a motion to approve the proposed list of 2017 meeting dates. Mr. Ryan seconded the motion. Motion carried. The Board will meet in the Bicentennial Room, at 4:45 p.m., on the following dates: February 22, March 22, April 26, June 7, July 26, August 23, September 27, October 25, December 6.

**ANNEXATION:** Board members inquired about the status of the lawsuit filed by Chatham Public Library District. Director Huntley reported that the case is being handled by the city's Corporation Counsel and that she has provided them with some requested information and statistics.

**PUBLIC FORUM:** None.

**ADJOURNMENT:** The meeting adjourned at 5:29 p.m.

Submitted By Kim Hergett