

**LINCOLN LIBRARY BOARD OF TRUSTEES MEETING  
SEPTEMBER 26, 2018  
LINCOLN LIBRARY BICENTENNIAL ROOM**

**Board Present:** Helen Cox, Vice-President; Cristina Cray; Mary Muccianti; Dr. Donald Ross; Marty Ryan, Secretary.

**Board Absent:** Davida Fanniel; Larry Harvell; Arden Lang, President; Stuart Shiffman.

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

**Public Present:** None.

**Media Present:** Crystal Thomas, State Journal-Register.

In the absence of President Lang, Vice-President Cox called the meeting to order at 4:53 p.m.

**MINUTES:** Ms. Cray made a motion to approve the July 2018 minutes. Mr. Ryan seconded the motion and the motion carried.

**FINANCIAL REPORTS:** The Board had no questions in regards to the August 2018 financial reports. The library is six months into fiscal year 2019 and expenses remain on pace.

**DIRECTOR’S REPORT:**

**Sunday Hours** – Sunday hours will resume on October 5 and run through April 2019. The library is open 1-5 p.m. on Sundays.

**ILA Conference** – October 9-11, 2018, Director O’Hearn and several staff members will be attending the Illinois Library Association (ILA) annual conference in Peoria, Illinois. The Friends of Lincoln Library have supplemented the library training budget with \$1,000 to be used for registration fees.

**Self-Checkout Update** – Programming the self-checkout to accept financial transactions is nearing completion. Following staff training, the machine will be available for public use.

**Signs** – In late September, ACE sign will be installing new signage throughout the library. The cost was underwritten by the Lincoln Library Foundation.

**Vacancies** – Elizabeth Buchta resigned from her position as Communications Manager on August 31, 2018. The library has three additional vacancies – Security Officer, Technical Support Specialist, Library Assistant IV.

**PRESIDENT’S REPORT:** No report.

**FRIEND’S REPORT:** No report.

**UNFINISHED BUSINESS:**

**Behavior Policy** – Mr. Ryan made a motion to approve the updated Behavior Policy. Ms.Cray seconded the motion. The motion carried.

**Food Policy** – Following a motion by Ms. Cray and a second by Mr. Ryan, the motion to approve the Food Policy was passed.

**Unattended Child Policy** – Ms. Mucciante made a motion to approve the Unattended Child Policy. Dr. Ross seconded the motion and the motion carried.

## **NEW BUSINESS:**

The Collection Development, Interlibrary Loan, Photography and Public Relations policies have been sent to Corporation Counsel for review.

**Collection Development** – The Collection Development Policy has been revised to be a more effective and concise guide for staff to follow. The Board suggested no changes.

**Interlibrary Loan** – The Interlibrary Loan Policy (ILL) was briefly reviewed. The revisions allow a cardholder to have 30 open interlibrary loan requests at one time. Currently, requests are not limited. A staff review, revealed many other libraries have policies allowing only 5 to 10 requests per customer. Board members were encouraged to contact Director O’Hearn if they had any comments or concerns following the meeting.

**Photography Policy** – The Photography Policy will allow Lincoln Library to photograph, record, and use the images of customers. During events, staff will announce their intent to film and take photos. All customer requests to not have their image used, will be honored.

In addition, the Photography Policy curtails excessive or obtrusive photos and recordings by library customers. The media and special video/photo projects (including, but not limited to commercial or business interests) will require Administrative approval.

Finding it redundant, the Board requested that "*with prior consent when necessary*" be removed from the first sentence of the second paragraph.

**Public Relations Policy** – The Public Relations Policy formalizes the practice of deleting commercial, non-library related and/or offensive messages in library digital spaces and potentially blocking repeat offenders. It also clarifies that petitioning, solicitation, distribution of literature, canvassing and similar appeals by the public are not allowed in the library. No revisions were suggested by the Board.

**SPORTS HALL OF FAME:** The City Council has approved an ordinance allowing the Sports Hall of Fame to be relocated to Lincoln Library. The Hall of Fame will be located on the third floor, in the hallway near the Sangamon Valley Collection. An exact timeline for the moving of the plaques and memorabilia cases is not known.

**EXECUTIVE SESSION:** None

**PUBLIC FORUM:** None

**ADJOURNMENT:** The meeting adjourned at 5:19 p.m.

Submitted by Kim Hergett

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