

**LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING**

**February 25, 2021
620 Broadway St.**

PRESENT: Bill Vinyard, Keith Leesman, Stu Churchill, Susan Rohrer

ALSO PRESENT: Mike Starasta, Caroline Kiest, Donna Cunningham

- 1. CALL TO ORDER:** Vinyard called the meeting to order at 5:35 pm.
- 2. ADDITIONS TO THE AGENDA:** Vinyard added under Old Business the Beltone True-up.
- 3. EXECUTIVE SESSION- Including 5 ILCS 120/02(c)(1) and/or:** None
- 4. PUBLIC COMMENTS:** None
- 5. APPROVAL OF THE MINUTES:** Leesman made a motion to approve the Lincoln Public Library Board Meeting minutes for January 21, 2021. Rohrer seconded. Motion Carried 4-0.
- 6. OLD BUSINESS/FEEDBACK AND FOLLOW-UP**
 - a. Tile work:** Vinyard texted Ackerman. Ackerman said he will put the tiles together in March and install the tiles in April. Vinyard asked Ackerman when he will be installing the interior tiles. Ackerman said in April. Vinyard will be the contact person for Ackerman.
 - b. Phone System status:** Starasta said the new phone system was installed. Rohrer asked how the staff liked to the new system. Kiest said they love it. Leesman asked if there were any over runs. Starasta said there was none.
 - c. Annex construction:** Starasta handed out the bid from Knecht Construction for the interior Annex door. Churchill asked if a push bar for the interior door is needed. Vinyard said the push bar isn't needed but lights need to be installed. Leesman asked if Beltone needs to be informed about the new interior door. Vinyard said it might take four days to install the door. Churchill made a motion to accept the Knecht Construction bid for the interior Annex door. Leesman seconded. Motion carried 4-0. The money will come from the Surplus account. Leesman asked about the Architect. Starasta contacted the Architect and will contact him again after we come up with a plan.

7. DIRECTOR'S REPORT

- a. Standards for Illinois Public Libraries:** Starasta gives a hand out to Board Members Conflict of Interest form. Leesman asked what other libraries are doing about by-laws. Starasta referred to section e about updating policy issues. Starasta wants to standardize Policy especially about hiring and training part time employees. Vinyard asked Starasta which policy he would start first. Starasta said the policy about hiring new employees.
- b. Annex roof:** Vinyard talked to Knecht Construction about the Annex roof. Eric from Knecht said they could put in 100 patches for \$1,500.00. Eric recommended putting foam on the roof for \$35,000.00.
- c. Gas meter fixed:** Starasta said there was a squeaking noise from the boiler room. Thom's HVAC said the noise was coming from the gas meter. Ameren fixed the gas meter.
- d. Historic videos and archival preservation:** Starasta said Gohl has been video recording him around the library talking about historical artifacts. Starasta said they will be posted next month. Starasta wants to either get archival sheets to protect old photographs or scan them. Starasta will be applying for grants next year. Leesman asked about putting old newspapers online. Starasta is exploring options.
- e. Policy issues:** previously discussed.
- f. Conflict of Interest forms:** Starasta said the form needs to be filled out and sent out in May.
- g. Utilities and Insurance issues:** Starasta got an email from Moriearty Insurance to put yellow strips on the front exterior steps of the Carnegie Building. Also redirect foot traffic around the new book shelf in the Carnegie Building. Starasta will notify Moriearty Insurance that we will not be putting yellow strips on the steps.
- h. Misc.:** Vinyard asked Starasta about his self-evaluation. Starasta said next he will be interviewed by Bill Gossett on his radio program. Vinyard asked about the clutter in the Annex basement. Starasta said after Covid to get a dumpster and volunteers to help clean out the basement.

8. NEW BUSINESS

- a. Monthly financial report:** Rohrer made a motion to accept the January Monthly Financial report. Churchill seconded. Motion carried 4-0.
- b. Report from April:** Leesman asked about cross training. Starasta said Jensen's staff didn't want the cross training. Starasta said it will be addressed at a later date.
- c. Report from Donna:** Vinyard asked about the Summer Reading Program. Cunningham said the programs will be held outdoors. Cunningham said Toddler and Storytime will be held on the Carnegie steps. Cunningham is working to the letter to the sponsors. Leesman was impressed by the high numbers for the online story times. Churchill said

the library should invest in a Chromebook.

d. Report from Caroline: Board had no questions.

9. ADJOURNMENT: Churchill made a motion to adjourn the Library Board Meeting. Leesman second. Motion carried 4-0.

Meeting ended 6:25 pm

Respectfully submitted,

**Caroline Kiest
Recording Secretary**