

**LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING**

**March 18 2021
620 Broadway Street**

PRESENT: Bill Vinyard, Keith Leesman, Stu Churchill, Susan Rohrer, Thomas Zwilling
ALSO PRESENT: Mike Starasta, Caroline Kiest, April Jensen, Donna Cunningham

1. CALL TO ORDER: Vinyard calls to the meeting to order at 5:10 pm.

2. ADDITIONS TO THE AGENDA: None

4. PUBLIC COMMENTS: None

5. APPROVAL OF THE MINUTES: Leesman made a motion to approve the Library Board Minutes for February 25, 2021 and the Library Board Committee Meeting Minutes for March 11, 2021. Rohrer seconded. Motion carried 5 – 0.

6. OLD BUSINESS/ FEEDBACK AND FOLLOW-UP:

- a. Tile work:** Ackerman signed the contract. Vinyard asked if Ackerman wanted money up front. Starasta said the money will be divided in 1/3 for 3 payments.
- b. Annex construction:** Vinyard asked about a tentative date for the construction of the Annex interior door. Jensen said March 22.

7. DIRECTOR'S REPORT

- a. Standards for Illinois Public Libraries:** Starasta passed a sheet to the Board Members about the procedures.
- b. Historic videos and archival preservation:** Starasta said Gohl will be filming him about the Greek bowl in the Carnegie Building. Archival preservation: Starasta has bought archival slips to protect film negatives from disintegrating.
- c. Carpet cleaning in the Annex:** Starasta contacted Tony Schuff about cleaning the carpets in the Annex caused by the roof leaking. Schuff told Starasta the cost cleaning rugs and carpet will be \$130.00.
- d. Conflict of Interest Forms:** Starasta said he still has forms if anyone needed them.

- e. **Misc:** Leesman asked about donations. Starasta said there is a memorial for Margie Roloff. Leesman asked how much money has been received. Starasta said about \$200.00.

8. NEW BUSINESS

- a. **Monthly financial reports:** Churchill makes a motion to accept the Monthly financial reports for February. Zwilling seconded. Motion carried 5 – 0.
- b. **Report from April:** Jensen asked the Board if there were any questions about her report. Jensen said RB Digital will be discontinued at the end of March. Jensen said there are 2 options for online magazines Libby and Bibliotheca. Jensen noticed a miscalculation on the Budget report pertain to E-Books. Jensen said foot traffic has picked up. Jensen asked about the expansion project. Leesman asked if there is a lot of usage for digital magazines. Jensen said if the digital magazines went to the Libby application it would be easier for patrons to use. Jensen told the Board, Rebecca will be resigning in May. Jensen will put an advertisement for the position in social media and online Newspapers.
- c. **Report from Donna:** Cunningham asked the Board if there were any questions about her report. Cunningham broke down the Storytime view numbers. Leesman asked Cunningham if they will be short staffed for the Summer Reading Program outdoor programs and maybe hire a temporary employee. Cunningham said the Summer Reading Program’s programs and story times are up in the air due to Covid but hopefully might be able to move them indoors. Cunningham said the Easter kits are ready. Cunningham said donations are coming in for the Summer Reading Program so far the collection is up to \$1,400.00. Leesman asked if there is a goal. Cunningham said they will be able to tell what their expenses will be. Leesman asked if the sponsors will be labeled on the back of the T-shirts. Cunningham said yes.
- d. **Report from Caroline:** Kiest asked if the Board had any questions about her report.

3. EXECUTIVE SESSION – Including 5 ILCS 120/02(c)(1) and/ or (6).

Back in Session at 6:20. Motioned by Churchill. Seconded by Leesman.

8. ADJOURNMENT: Meeting adjourned at 6:24 pm. Motioned by Leesman. Seconded by Churchill.

Respectfully submitted,

Caroline Kiest

Recording Secretary