

**LINCOLN PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING**

**April 27, 2023  
620 Broadway St.**

**PRESENT:** Tom Zwilling, Susan Rohrer, John Aton, Sheri Bay, Tim Bacus, Roger Michelsen.

**ALSO PRESENT:** Mike Starasta, April Jensen, Donna Cunningham.

**1. CALL TO ORDER:** The meeting was called to order at 5:30.

**2. ADDITIONS TO THE AGENDA:** Starasta stated that the Decennial Committee would be added to the agenda.

**3. EXECUTIVE SESSION – Including 5 ILCS 120/02(c)(1) and/or (6):** moved to the end of the meeting.

**4. PUBLIC COMMENTS:** None

**5. APPROVAL OF MINUTES/CORRECTIONS:** Rohrer asked that in the section covering the new roof that 72 be changed to 72 mph. Aton and Bay motioned to approve the minutes as corrected.

**6. NEW BUSINESS**

**a. Monthly financial reports:**

Aton asked about the significance of the unemployment line in the financials. Both Michelsen and Rohrer asked if we should place money in other banks in order to be covered by FDIC insurance. Starasta stated that he met with a representative from Heartland Bank who stated that they are in good financial standing. It was agreed that it wouldn't be necessary to transfer funds to another bank since they will soon be spent on a new roof for the annex. Aton spoke about the Illinois Fund as a possible investment. Bacus noted that these funds are supposed to stay at \$1 per share. Aton noted that more information could be found on the State Treasurer's website and

that they only invest in Treasury bills. Aton noted that the Silicon Valley Bank was told to hold their accounts. It was noted that the General Unassigned Fund was the only fund that is over the FDIC limit. Bay suggested that the idea of placing funds in another bank be tabled for now. Bacus and Rohrer motioned that the financials be approved.

**b. Report from April:** Jensen was asked why the Decatur Public Library had changed to Hoopla and responded that she had no idea. Zwilling asked why all employees can't do cataloging. Jensen explained why this is not possible. Jensen also spoke about the Forward South conference and what they learned.

**c. Report from Donna:** Cunningham stated that she attended both the Illinois Youth Services Institute as well as Forward South and shared what they did. Cunningham also shared about the upcoming cooking class that will be held in the Carnegie basement. She also noted that a poetry slam will be held afterhours on a Saturday. Cunningham also stated that the Dungeons and Dragons group has been very successful and will be continued.

**d. Report from Caroline:** There were no questions about Caroline's written report.

**7. OLD BUSINESS/FEEDBACK AND FOLLOW-UP:** Starasta handed out copies of the revised dress code. Cunningham suggested that the section about men being required to wear collared shirts be changed as well as the reference to male employees. It was agreed that the overall wording should be professional attire for all. Bay stated that the dress code should be open and left up to management.

Starasta stated that the county board had approved funding for story walk displays at Latham Park. Several asked if the displays could be read from both sides of the stand. Bay asked if books could be photocopied. Cunningham said that would be a violation of copyright. Cunningham also stated that a policy would need to be created to determine how often the stories would be changed and which departments would be responsible. Jensen noted that the downtown association is using the parks for programs. Cunningham stated that the Boy Scouts could be involved. This could be used as an Eagle Scout project. Bay stated that there are digital displays available, but that they are probably expensive. Cunningham said that we would need around 20 signs.

**8. DIRECTOR'S REPORT:** Starasta raised the issue of the Decennial Commission. A decision was made to discuss it at the May committee meeting and put it on the agenda for the May board meeting. Zwilling asked when it would need to be concluded. Starasta stated that it needs to be completed within 18 months of the first meeting.

Bacus asked about updating the website. Michelsen stated that St. John UCC uses the mayor to do their website. It was stated that our website has a 90's look. Bay agreed. Bacus said that the website needs to be more user friendly and that staff could be asked to look at other websites and see who is used for those websites.

Rohrer asked Starasta to look at the checklist that was used for his goals. Rohrer said that she would email them to him to email to the others.

**9. ADJOURNMENT:** Rohrer and Bacus motioned to adjourn the meeting. The meeting adjourned at 6:39 pm.