

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

**May 18, 2023  
620 Broadway St.**

**PRESENT:** Roger Michalsen, Susan Rohrer, Tim Bacus, Keith Leesman, Sheri Bay, Thomas Zwilling.

**ALSO PRESENT:** Mike Starasta, Caroline Kiest, Donna Cunningham, April Jensen, and Curtis Fox.

**1. CALL TO ORDER:** Zwilling calls the Lincoln Public Library District Board of Trustees Meeting, May 18, 2023 to order at 5:30 pm.

John Aton arrives

**2. ADDITIONS TO THE AGENDA:** None

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

**4. PUBLIC COMMENTS:** Curtis Fox talks about the Carnegie Preservation Fund. Fox gives the Library Board donation for the Carnegie Preservation Fund. Fox appreciates the Carnegie Building is being kept in pristine condition.

**5. APPROVAL OF THE MINUTES/CORRECTIONS:** Bacus and Aton wanted their sentences removed from the Board Meeting minutes from April 27, 2023. Rohrer asked for a motion to approve the Lincoln Public Library Board of Trustees Meeting Minutes for April 27, 2023 with corrections and amended. Leesman seconded. Motion carried 7 – 0. Leesman asked for a motion to approve the Library Board Committee Meeting Minutes for May 11, 2023 with changes. Michalsen seconded. Motion carried 7 – 0.

**6. NEW BUSINESS**

**a) Monthly Financial Reports:** Bacus noticed the Library is under budget for the last 2 months of the fiscal year. Kiest stated there will be additional expenses for rewiring and ether net cable for the public computers in the Carnegie Building. Jensen said no quotes provided yet by the contractors. Leesman asked for a motion to approve the Financial Reports from April 30, 2023. Bacus seconded. Motion carried 7 – 0.

**b) Report from April:** Bay asked Jensen why there was a drop in circulation. Jensen said there is no rhyme or reason. Zwilling told Jensen he liked the internet information spelled out.

**c) Report from Donna:** Cunningham picked up the Summer Reading Program T-shirts for the staff. Cunningham said she hasn't gotten donations from some of the community organizations. Leesman asked Cunningham if she had a goal for donations. Cunningham said no. Leesman asked Cunningham about the story walk. Rohrer asked Cunningham if anybody thought about putting up a display for the 620 Broadway window.

**d) Report from Caroline:** Rohrer says the genealogy program is a good idea.

## **7. OLD BUSINESS/FEEDBACK AND FOLLOW- UP**

**a) Dress code:** Starasta gives the Board a revised copy of the dress code. Bacus asked for a motion to accept the revised dress code policy with amendments for the Lincoln Public Library employees. Bay seconded. Motion carried 7 – 0.

**b) Roofing:** Starasta meet with Grayco and Roofing Associates on Tuesday, May 16, 2023. They discussed were to put the dumpsters and port o potties. They said the project will start in August and 1 month to complete. Roofing and Associates said putting Solar panels on the Annex roof would ruin the warranty.

**c) Story walk:** previously discussed

**d) Decennial Committee:** Starasta gives the Board a handout about the Decennial Committee. Starasta said the library in Clinton is already done with their report.

**e) Misc.:** None

## **8. DIRECTOR'S REPORT**

**a) Rotary meetings:** Starasta said Rotary is meeting at the Library.

**b) Library Sesquicentennial:** Starasta said Jensen reminded him that Lincoln Public Library's Sesquicentennial is next year. Rohrer makes suggests on how to celebrate.

**c) Alarm renewal:** Starasta talks about Johnson Controls contract is up for renewal in the Carnegie Building. The new contract will increase by \$430.00 and use cell tech instead of landlines. Aton asked if the Library could save money by using only one alarm system company. Leesman asked for motion to accept Johnson Controls new contract with increase. Rohrer seconded. Motion carried 7 – 0.

**d) Misc.:** None

Curtis Fox asked about what happened to the Carnegie Preservation Fund tri-fold pamphlet. Fox also recommend bringing the Carnegie Preservation Fund donation box back. Kiest said she will get hold of Lincoln Printers to see if they have a copy of the tri-fold brochure.

Kiest, Jensen and Cunningham leave at 6:20 pm.

## **EXECUTIVE SESSION**

Leesman asked for a motion to go into Executive Session. Zwilling seconded. Motion carried 7 – 0.

Michalsen asked for a motion to leave Executive Session. Leesman seconded. Motion carried 7 - 0.

Aton asked for a motion to accept Ron Keller and Angie Gallagher to be on the Decennial Committee. Bay seconded. Motion carried 7 -0.

**9. ADJOURNMENT:** Leesman asked for a motion to adjourn the Lincoln Public Library Board of Trustees Meeting, May 18, 2023. Bacus seconded. Motion carried 7 – 0.

Ended at 7:42 pm.

Respectively Submitted,

Caroline Kiest  
Recording Secretary