

**LINCOLN PUBLIC LIBRARY
BOARD TRUSTEES
MEETING**

**June 17, 2021
620 Broadway St.**

PRESENT: Bill Vinyard, Keith Leesman, Susan Rohrer, Libby Anderson, Tim Bacus, Thomas Zwilling.

ALSO PRESENT: Mike Starasta, Caroline Kiest, April Jensen, Donna Cunningham

1. CALL TO ORDER: Vinyard calls the meeting to order at 5:30 pm.

2. ADDITIONS TO THE AGENDA: None

3. EXECUTIVE SESSION – Including 5 ILCS 120/02(1) and /or (6): None

4. PUBLIC COMMENTS: None

5. APPROVAL OF THE MINUTES: Leesman approved the Library Board Meeting Minutes for May 20, 2021 with name corrections. Anderson seconded. Motion carried 6-0.

6. OLD BUSINESS/ FEEDBACK AND FOLLOW-UP:

a. Tile work: Starasta said Ackerman was supposed to show up today (June 17, 2021).

Vinyard asked Starasta to follow up with Ackerman. Starasta reads the email from Ackerman to the Board. Vinyard explains to Bacus about the tile work being done in the Carnegie Building.

b. Annex construction: Starasta said the door was done. Leesman said to keep the Architect's name. Vinyard asked about the roof and ceiling tiles. Jensen said the work hasn't been done.

7. DIRECTOR'S REPORT:

a. Appointment of a new Board member: Starasta asked about having Caitlin Lore as new Board member because she has the connection with High School. Vinyard asked Starasta to reach out to Lore. Leesman asked about Elaine Knight. Rohrer said if Caitlin Lore says no then Elaine Knight should be approached.

b. Thomas HVAC: Starasta talks about the 2 units in the Carnegie Building. The coil will take 8 weeks to make. Leesman inquired about the temperature in the Carnegie Building and getting fans. Bacus asked if there will be a significant problem running one air conditioning unit. Vinyard explains to Bacus about the unit and replacing the coils. Kiest said 4 fans would help circulate the air.

c. Sue's retirement gift: Starasta tell the Board about the St. Louis Cardinal tickets purchased for Sue Rehtmeyer's retirement gift. Jensen said; have Sumrall and Rehtmeyer

stop by the library to get information about the tickets and Rehtmeyer choosing new dates for the tickets. Vinyard said get a refund.

- d. Shroyer photographic collection:** Starasta will have the negatives from the Shroyer collection scanned to external hard drive by the Oklahoma Prisoner Project. The Library can scan to positive prints.
- e. COVID Policy:** Starasta said the state of Illinois has moved to stage 5. The Library is no longer quarantining books, the public restrooms are open and spraying the public restrooms with Lysol periodically throughout the day. Starasta said we are not requiring patrons to wear masks but masks are still provided. Employees wear masks around the patrons. Children are spaced apart during Children's programs.
- F. Misc.:** Starasta said he was dressed as Pete the Cat for the Children's program. Anderson asked about the bike racks. Starasta said one of the bike racks was thrown down the stairwell. Bacus asked if the bike racks could be secured. Vinyard said the bike racks could be bolted. Anderson asked for a motion paint the hand rails in the Carnegie Building, paint and bolt the bike racks. Rohrer seconded. Vinyard said the money will come out of Surplus(memorials and gifts). Vinyard said Abbott Accounting stated that the Library was paying too much for magazines. Motion carried 6 – 0. Leesman asked about the microfilm readers. Kiest said both microfilm readers are working. Leesman asked about the check signing. Starasta is contacting the IRS. Vinyard talks about the insurance for the Carnegie Building. Starasta said the insurance company wants the Library put reflective tape on the steps and around the lights by pillars. Vinyard asked Starasta about the Tentative Budget. Leesman asked about the time frame for the Tentative Budget. Vinyard swore in Tim Bacus as a new Lincoln Public Library Board of Trustee.

8. NEW BUSINESS:

- b. Report from April:** Jensen asked the Board if they had any questions about her report. Jensen will be hiring a new employee at the end of July because Libby Evans is quitting. Jensen talked to Starasta about Advantage for digital magazines that will be used through the Libby app. Jensen asked if Juneteenth will be a comp. holiday or if the Library will be closed. Leesman asked Starasta to look into what other libraries are doing for Juneteenth. Starasta said other libraries are highlighting the holiday.
- c. Report from Donna:** Cunningham asked the Board if they had any questions about her report. Cunningham said the Summer Reading Program is going along smoothly, Vinyard asked Cunningham how the Summer Reading Program ends. Cunningham said the last program will be Silly Safaris.
- d. Report from Caroline:** Kiest asked the Board if they had any questions about her report.
 - a. Monthly Financial reports:** Rohrer asked about pages 4 and 6 on the monthly financial report why there were no numbers. Vinyard asked Starasta to contact Abbott Accounting about what money can be spent for the end of June. Rohrer wants Starasta to talk to Abbott about pages 4 and 6. Zwilling asked for a motion to approve the Monthly Financial Reports for the month

of May. Anderson seconded. Motion carried 6 – 0.

Vinyard asked Starasta about cleaning the basement in the Annex building. Starasta hasn't heard from Area Disposal. Anderson said the empty boxes could be a potential fire hazard.

Rohrer asked for a motion for Abbott Accounting to explain why pages 4 and 6 on the monthly financial reports are blank. Anderson seconded. Motion carried 6 – 0.

9. ADJOURNMENT:

Leesman asked for motion to adjourn the meeting. Zwilling seconded. Motion carried 6 – 0.

Meeting ends at 7:00 pm.

Submitted Respectively,

Caroline Kiest
Recording Secretary