

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

**July 20, 2023
620 Broadway St.**

PRESENT: Roger Michalsen, Susan Rohrer, Tim Bacus, Keith Leesman,, Thomas Zwilling, John Aton.

ALSO PRESENT: Mike Starasta, Caroline Kiest, and Donna Cunningham.

1. CALL TO ORDER: Leesman calls the Lincoln Public Library District Board of Trustees Meeting, July 20, 2023 to order at 5:31 pm.

2. ADDITIONS TO THE AGENDA: None. Leesman thanked Zwilling for his time as President.

3. EXECUTIVE SESSION – Including 5 ILCS 120(c) (1) and/or (6): not held.

4. PUBLIC COMMENTS: None

5. APPROVAL OF THE MINUTES/CORRECTIONS:

Leesman stated that the minutes need to be written better. Grammatical corrections need to be made in them. Mike should talk to Caroline about this. Rohrer agreed that some of it is difficult to understand. Bacus motioned that the minutes be accepted with revisions. This was seconded by Zwilling.

6. NEW BUSINESS

- a) **Monthly Financial Reports:** Bacus stated that if we have more than 850k in revenue we will have to have an audit. It was further noted that we are under budget on both salaries and equipment. However, we are over \$9,000 in regard to utilities. Starasta stated that we are looking at replacing computers in the Carnegie and would be looking for a vendor. Rohrer stated that they don't need to be personalized for the library and asked if Abbott and Associates will tell us if we need to be audited. Bacus replied: "yes but once they say it has to be done it has to be done." Starasta asked about what is looked for in an audit. Bacus replied that they check to ensure that no money is being siphoned off. When he did school audits, they would examine checks to make sure that they were accurate and would look at general financial statements. Smaller firms are usually better and cheaper

to use. Aton also stated that smaller firms usually give better service and will know what to look for. Zwilling motioned to approve the financials and Rohrer seconded.

- b) Report from Donna:** There were 801 participants for all summer programs through June. This includes Storytime and STREAM. The count is 859 if you include Dungeons and Dragons. Cunningham went over the stats for last fiscal year. From June 2022-June 2023 there were 211 programs with 3644 attendees. This indicates that in the previous year there were fewer programs with fewer attendees. Cunningham stated that there might have been more attendees this year if the annex were open. Leesman asked if we had plans to thank Lincoln Christian Church for allowing us to have programs there. Starasta answered that there were plans to do so. Leesman asked Cunningham if she was pleased with how Summer Reading has gone? Cunningham answered yes especially since it has not been a normal year. Additionally, it has brought people to the Carnegie who normally don't come in there. Rohrer asked Cunningham if she has thought about bringing field trips to the Carnegie. She answered yes but noted that frequently they don't have time but is open to doing so. Rohrer stated fall would be a good time. Leesman stated that we have a written report from Caroline that was available for anyone to read. He further asked if everyone was getting along being in the Carnegie together. Cunningham stated that we are all getting along fine. We see that sometimes we do things differently and that being together has led to some cross training. It has been good to get to know everyone better. Rohrer stated that the board should do something to thank the staff. Leesman suggested a lunch. Rohrer recommended that it be something that all can do at the same time. Perhaps donuts could be brought in? Cunningham offered to host a pizza party at her own expense because the staff deserve something.

7. OLD BUSINESS/FEEDBACK AND FOLLOW- UP

- a) Roofing: Starasta reported that Roofing Associates stated that August 7 was expected to be the completion date for the metal work with ceiling tile replacement to follow. A professional cleaner should be in toward the end of next week. The existing surplus could be used to write a check although it may need to be moved to a "specified account" to pay it.
- b) Decennial Committee: Starasta reminded everyone that the board meeting in August will be on the third Thursday with the Decennial committee meeting on the second Thursday. Starasta also noted that he participated in a Zoom meeting concerning records disposal and he mentioned that in August he would be attending a Zoom meeting concerning the PAWS act.
- c) Starasta reminded those attending that a committee would need to be created for the sesquicentennial.

d) In regard to the recent OSHA complaint, Starasta stated that the original complaint had been closed and that the most recent complaint would be filed by the OSHA inspector's supervisor.

8. DIRECTOR'S REPORT

a) Starasta stated that there had been two applications for the Head of Circulation/Technical Services position. Starasta and Keist will conduct interviews using a slate of questions that have been developed. The starting salary will be around \$35,000/year depending on education.

b) Starasta discussed the budget. He noted that the CPI was the same as the one for the previous budget. FY22-23 had a surplus which was in large part due to the fact that the replacement tax was much larger than expected. Starasta had spoken to Chuck Conzo who recommended an assumed replacement tax for FY24-25 of \$55,000. Formal approval of the budget would be at next month's board meeting.

c) Starasta presented his idea of creating a full-time library clerk position. He stated that it would be cost effective to do so. If a current part-time employee were hired the increase in salary cost would not be significantly more. Leesman suggested that it should pay around \$33,000 per year. Bacus moved to approve the position. Aton seconded. The motion was approved.

Aton moved to adjourn. Zwilling seconded the motion. The meeting adjourned at 6:40.