

**LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING**

**September 16, 2021  
620 Broadway St.**

**PRESENT:** Susan Rohrer, Bill Vinyard, Caitlin Lore, Thomas Zwilling, Tim Bacus, Keith Leesman, Libby Anderson

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

**1. CALL TO ORDER:** Rohrer called the Library Board Meeting at 5:30 pm.

Rohrer swears in Caitlin Lore as a new Library Board Trustee. Lore takes the oath for office.

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

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

**4. PUBLIC COMMENTS:** None.

**5. APPROVAL OF THE MINUTES/CORRECTIONS:** Anderson asked for a motion to approve Library Board meeting minutes with corrections for July 15, 2021 and Library Board meeting minutes for August 12, 2021. Zwilling second. Motion carried 7- 0.

**6. NEW BUSINESS:**

**a. Monthly Financial Reports:** Starasta had Ann from Abbott Accounting simplify an itemized form which Starasta gave to the Board. Rohrer asked Starasta what needs to be added on the form. Vinyard said the older forms did specify more detail financial report transactions. Rohrer said the Board needs to work together on what is needed for the simplified form before going to Abbott Accounting. Leesman said the Board should have a Committee meeting about the new Financial report form. Rohrer wants Vinyard and Bacus to review the new form. Leesman notice the surplus is in the prior year. Leesman asked for a motion to approve the August Financial Reports. Zwilling second. Motion carried 7 – 0.

**b. Report from April:** Jensen asked the Board if they had any questions about her report. Jensen got the bid from Aaron Pickett to replace the door and bar; the estimate was \$2,000.00. Jensen said the training went well. Vinyard asked Jensen when will the materials for the new door will arrive. Jensen said around November and it will take one day to install. Leesman said go ahead and fix the door without making a motion. Jensen asked the Board how they liked the training seminars.

**c. Report from Donna/New hire for Youth Services:** Cunningham asked the Board they had any questions about her report. Rohrer asked about the new employee. Cunningham said Christy is still in training. Rohrer said Fun Day seem to went well. Rohrer asked about the story times on Facebook. Cunningham Facebook story times will be later in the fall and start back having the guest story time readers.

**Report from Caroline:** Kiest asked the Board if they had any questions about her report. Rohrer asked Kiest about the Book Sale sales. Kiest said we did well considering we had to limit the number of people in the room.

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

**a. Vote on Budget:** Leesman asked Starasta how he decides on the Fund levy amount. Starasta said the number comes from last year's amount multiplied by CPI equals the total. Leesman said the Fund levy increased by \$80,000.00 seems like a lot of money. Leesman asked when the Budget gets approved does Starasta take it to the County Clerk's office. Starasta said yes. Leesman asked for a motion to approve Lincoln Public Library Budget for the fiscal year 2022-2023. Bacus second. Motion carried 7-0.

**b. Tile work:** Starasta said Phil Ackerman has been working on the tile and is close to finishing it.

**c. Safety Training:** Rohrer said safety training was discussed previously. Rohrer said Jensen showed new employees the safety information.

**d. Heartland building ideas/Architect:** Rohrer asked Starasta to keep it on the agenda.

**e. Evaluation Documents:** Rohrer explains Starasta's evaluation document to the Board. Rohrer said the evaluation document will give Starasta a road map and the Library to obtain goals. Rohrer said the Library should work to obtain the goals. Anderson asked for a motion to accept the Evaluation Document for the Library Director 2021-2022. Lore second. Motion carried 7 – 0.

Vinyard asked Starasta about Beltone's 3 year renewal. Starasta said he will check Beltone's lease.

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

**a. Scans of negatives/other photographic scans:** Starasta sent negatives from the Shroyer collection to the Oklahoma Department Corrections project. They will send the drive to the Library when they get the check. Starasta said Ashley and Cynthia are scanning photos from the Shroyer collection onto a flash drive. Leesman asked about the cost of the Oklahoma Department Corrections project. Starasta said a few hundred dollars.

- c. Phil Ackerman and the mosaic:** Previously discussed.
- e. Standardization Project:** Starasta said he scanned the policy project and converted it to a PDF file. Starasta made comment and will work with Jensen, Kiest and Cunningham for their input. Starasta will contact AAIM.
- f. Misc./Additional items:** Leesman asked Starasta to update the contact information for all Board members.

**EXECUTIVE SESSION:** started at 6:15 pm

Meeting ended at 8:15 pm

Respectfully submitted,

Caroline Kiest  
Recording Secretary