

**LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING**

**November 18, 2021  
620 Broadway**

**PRESENT:** Keith Leesman, Bill Vinyard, Caitlin Lore, Thomas Zwilling, Libby Anderson

**ALSO PRESENT:** Mike Starasta, Caroline Kiest, April Jensen, Donna Cunningham, Mikenna Walls – Williamsville, IL (Bill Vinyard’s granddaughter)

**1. CALL TO ORDER:** Zwilling calls the Lincoln Public Library Board Meeting for November 18, 2021 at 5:32 pm.

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

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

**4. PUBLIC COMMENTS:** None

**5. APPROVAL OF THE MINUTES/CORRECTIONS:** Zwilling asked about Donna’s report from the October meeting. Zwilling said to correct the amount of the increased health insurance to 20.6%. Vinyard asked for a motion to approve the Library Board Meeting Minutes from October 21, 2021 with corrections. Leesman seconded. Motion carried 5–0.

**6. NEW BUSINESS**

**a: Monthly financial reports:** Leesman asked for a motion to approve the October financial reports. Vinyard seconded. Motion carried 5-0.

**b: Report from April:** Jensen asked the Board if they had any questions about her report. Zwilling asked about the total number 5,868. Jensen said that is the total amount of books checked out for the month of October. Jensen said listed above the total number are comparison totals from previous years. Jensen said for her December report there will be a graph for statistics. Lore asked Jensen about fines. Jensen said the Library is no longer collecting book fines. Zwilling asked about fees for lost books. Jensen said will be cleaning up old patrons records to get a more accurate number of actual current patrons. Vinyard would like to see the records from the past 3 years of book replacements. Anderson asked Jensen about overdues. Jensen explains the process of overdue notices are sent out.

**c: Report from Donna:** Cunningham asked the Board if they had any questions about her report. Zwilling asked about the removal of encyclopedia. Cunningham said the

were old and not going to be replaced.

**d: Report from Caroline:** Kiest asked the Board if they had any questions about her report.

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

**a: Front Doors:** Starasta said Brady's Painting will work on the Carnegie Building's front doors in the spring.

**b: Tile work:** Starasta hasn't heard from Ackerman. Ackerman hasn't gotten his 3<sup>rd</sup> payment.

**c: Heartland Building Ideas/Architect:** None

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

**a: Scans of Negatives:** Starasta said Bill Gossett was able to identify some of people from the Shroyer collection. Starasta will develop a finding aid for the Shroyer photo collection.

**b: COVID Vaccinations:** Starasta said the people will come by to look at the building.

**c: Standardization Project:** Starasta said he is working on it.

**d: Misc/Additional Items:** Leesman asked about the Beltone lease renewal. Vinyard asked for a motion to approve Beltone's 3 year lease. Anderson seconded. Motion carried 5-0.

**e. Christmas Bonuses:** Starasta talks about giving the staff Christmas bonuses this year. Jensen said the full time staff received \$75.00 and the part time \$50.00. Vinyard asked if the new employees receive a Christmas bonus. Anderson asked for a motion to keep the Christmas bonus at the same rate and include new employees. Vinyard seconded. Motion carried 5-0.

Vinyard asked Starasta about cleaning out the Annex basement. Starasta said he is taking a section at a time.

Anderson asked about Library Board's December meeting. Zwilling said the Board will not be meeting in December.

**9. ADJOURNMENT:** Lore asked for a motion to adjourn the Lincoln Public Library Board of Trustees meeting, November 18, 2021. Leesman seconded. Motion carried 5-0.

Meeting ended 6:07 pm.

Respectfully submitted,

Caroline Kiest  
Recording Secretary