

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

**December 10, 2020**

**PRESENT:** Bill Vinyard, Keith Leesman, Libby Anderson, Susan Rohrer, Jeannie Xamis, Thomas Zwilling

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

**1. CALL TO ORDER** – Vinyard calls the meeting to order at 5:40 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** - Leesman make a correction for section I. Vinyard make a correction for section M. Leesman asked for a motion to approve the November 19, 2020 Library Board Meeting minutes. Zwilling made the motion. Rohrer seconded. Motion carried 6-0.

**6. OLD BUSINESS/FEEDBACK AND FOLLOW-UP**

a. Electrical work – Starasta said Brown put in the kill switch for the lift. Brown told Starasta that a trench needs to be dug from the Library sign to the pole light because the underground wire is damaged. Leeman asked if the light could be solar. Rohrer said do it even we can't have solar. Leesman asked for a motion to accept Brown's bid for rewiring the pole light. Anderson seconded. Motion carried 6 -0.

b. Plumbing – Starasta said Leith Plumbing has fixed the plumbing.

c. Painting – Starasta hasn't heard anything from Brady Painting.

**7. DIRECTOR'S REPORT**

a. Library clean up – Starasta says he is working on it but a dumpster is needed. Starasta said maybe getting the Boy Scouts involved.

b. True-up with Beltone – Starasta asked Vinyard to explain to the Board about the true-up figures. Vinyard said the figures for the utilities needed to be

refigured. Vinyard said that Beltone rents only 40% of the space and the Library has 60% of the space. Vinyard said the Library is paying too much in utilities and there needs to be better control. Beltone's water usage is because of the bathrooms. Vinyard wants to compare the utilities before and during Covid. Anderson asked who will be handling the true-up. Vinyard and Starasta will talk to Beltone about the true-up. Leesman said Vinyard and Starasta can handle the negotiations.

c. Garaventa - Starasta said Garventa should be finishing the lift in a couple of weeks.

d. Tile work – Starasta said Ackerman still hasn't signed the contract. Vinyard said that Ackerman is the only one who can match the tiles historically.

e. Phone system status – Starasta said when April comes back next week, Starasta will set up a time to meet with Lincoln Land Communication to talk about phones.

f. Meeting times and Locations for 2021 – Starasta asked if the Board is meeting at Broadway building for 2021. Vinyard said yes the Board is meeting in the Broadway building.

g. Meeting with Jim Fouse – Starasta talked about the meeting Jim Fouse from Architect Expressions stating the expansion project might cost more. Starasta said a second exit is needed. Anderson will contact Dale Bassi about putting in second exit and ask if he has any referrals. Rohrer asked if the expansion can be done in parts. Vinyard said the space should be utilized for patrons not storage. Leesman thinks we need public input. Starasta said we need to look at what the library needs first and then ask the public for options. Vinyard tell Starasta to call Fouse. Starasta asked if the new architect is needed.

h. Money for supplies and time spend for copper fixture – Starasta sent a thank you card around.

i. Standards for Illinois Public Libraries – Starasta passes around a check list. Starasta is working on a disaster plan.

j. Illinois State Financial Audit – Starasta will sign the financial audit permission for Abbott.

k. Abbott Service Agreement – Leesman asked if there is an increase. Starasta will sign the agreement.

Anderson asked if the Library about NARCAN kits is need for the library. Rohrer asked about defibrillator for the library.

**l. Misc. – Starasta said the Library didn't get the Back to Books grant from the state because the state based their decision on the community's financial needs. Starasta said Nicole's covid test came back negative but the Health department said she needed to be quarantine for 14 days. Jensen wanted to know if the employee gets paid. Vinyard said it needs to be in writing. Cunningham said Gohl was out for 10 days and told to take it as vacation time. Starasta said if the Library pays for Nicole, they need to make it up with Gohl. Leesman said give Gohl her vacation time back. Rohrer said there weren't enough checks and balances but documentation is needed. Vinyard also said get it in writing.**

## **8. NEW BUSINESS**

**a. Monthly Financial Reports – Leesman asked Starasta if the Library is on budget. Starasta said yes. Leesman made a motion to accept the November monthly financial reports. Anderson seconded. Motion carried 6 -0.**

**b. Report from April – None**

**c. Report from Donna – Cunningham asked the Board if they had any questions about her report. Anderson loves the story times. Leesman asked Cunningham if there has been any public feedback. Rohrer asked Cunningham is patrons are picking up the kits. Cunningham said the Christmas kits will start next week. Anderson asked who does Facebook and Instagram. Kiest said Rebecca Kirk.**

**d. Report from Caroline – Kiest said the cataloging and processing have been kept up. Kiest said with all the paperback donations given to us that we are going to list them on IHLS listserv so other libraries can have them.**

**Leesman inquired about the part time employees pay increase starting January 1<sup>st</sup>. Kiest and Jensen's anniversary dates are coming up. Starasta is working on getting a new evaluation form. Evaluations will be discussed in the January meeting.**

## **9. ADJOURNMENT**

**Xamis asked for a motion to adjourn the meeting. Rohrer seconded. Motion carried 6-0.**

**Meeting ended 5:50 pm**

**Respectfully submitted,**

**Caroline Kiest**  
**Recording Secretary**