

**LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING**

**January 21, 2021
620 Broadway St.**

PRESENT: Bill Vinyard, Keith Leesman, Jeannie Xamis, Stu Churchill, Susan Rohrer, Libby Anderson, Thomas Zwilling.

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

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

2. ADDITIONS TO THE AGENDA: None

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

4. PUBLIC COMMENTS: None

5. APPROVAL OF THE MINUTES: Leesman made a motion to approve the Lincoln Public Board Meeting minutes for December 10, 2020. Anderson seconded. Motion carried 7 – 0.

c. Report from April – Jensen said she has caught up with her work since her leave and has entered over 300 items in the computer. Jensen discussed having the roof leak fixed on Monday. Jensen had Leith Plumbing fixing leak in the public woman’s restroom. Jensen will be working on the Overdrive update. Jensen and her staff are in the process of weeding books in the fiction collection. Jensen called Chuck’s Glass to repair front door in the Annex building. Jensen said the books are being quarantined for 7 days. Jensen said the curbside numbers are down since the doors have been opened.

d. Report from Donna – Cunningham asked the Board if they have any questions about her report. Cunningham said there was large increase of new books. Cunningham said the Stream will be online for February and kits will be passed out. Leesman said the 45 days of Christmas was successful. Cunningham said the guest speakers for Story times have been received well and getting more participants for reading stories. Cunningham has emailed other central Illinois libraries about their plans for the Summer Reading program and have stated no in person programming. Rohrer asked Cunningham when she starts planning for Summer Reading program. Cunningham said a year ahead.

- e. **Report from Caroline** – Kiest said the internet usage is slowly picking up along with patrons checking out nonfiction books. Kiest said the public access computers and internet is much needed in the community.

6. OLD BUSINESS/ FEEDBACK AND FOLLOW-UP

- a. **Painting** – Starasta said Brady Painting is finished. Starasta said Fouse gave an Itemized bid for the Annex building expansion. Kiest asked if it is possible hire a general contractor to do the initial demolition work. Starasta contacted Taylor Made Construction. Leesman asked besides having contractor that an electrician will be needed. Leesman made a motion to cut a door for an emergency door. Xamis seconded. Motion carried 7 – 0. Starasta will ask Chuck’s Glass about the emergency door. Anderson wants Jensen and Cunningham to come up with plan for the needs for both of their departments for the April meeting.
- b. **Tile work** - Starasta heard nothing from Phil Ackerman. Vinyard will try to contact Ackerman.
- c. **Phone system status** – Starasta talked to Jake from Lincoln Land Communication. The bid is \$6,740.00 for everything. Vinyard was confused about the bid. Starasta said the higher bid was from Voice Spring. Jensen said Jake will rewire if needed but there will be extra costs. Churchill asked about the phone manufacturer. Starasta said the phones are made by Vertical. Leesman made a motion to proceed with Lincoln Land with Starasta’s discretion on extra costs. Churchill seconded Motion carried 7 – 0.
- d. **Taylor Made Construction** – already discussed

7. DIRECTOR’S REPORT

- a. **Garaventa** – done
- b. **Standards for Illinois Public Libraries** – Starasta passed a worksheet for Board members.
- c. **Unity promotion** - Starasta has idea for February, to have box and have employees write down something positive another employee has done and the following month have a drawing to receive a gift card. Also list all the positive the staff has done for the month.
- d. **Door and book drop** – Starasta talked about getting a new book drop for the Annex building. Jensen said a new book drop is needed because the current one is hard use. Rohrer asked Jensen to research new book drops. Leesman said Taylor Made Construction can install the new book drop.
- e. **Misc.** – Starasta will have videos made of artifacts around the Carnegie Building and notable items in the Annex. Gohl has volunteered to help with the filming. Starasta will talk about each artifact. Rohrer said there should be a video for the new “old light”.

Vinyard talked about Beltone true-up. In 2019, the library owed Beltone \$1,318.00 and in 2020, \$1,500.00. Vinyard will contact Pam from Beltone about the money. Leesman made a motion for Vinyard and Starasta to meet with Beltone for the utility adjustment. Zwilling seconded. Motion carried 7 – 0.

- b. **Monthly financial reports** – Vinyard asked Cunningham about the health insurance taken out of her pay check. Anderson made a motion to accept December Monthly Financial Reports. Xamis seconded. Motion carried 7 – 0.

Jensen, Kiest and Cunningham leave the room at 6:50 pm

EXECUTIVE SESSION BEGINS

9. ADJOURNMENT: Meeting adjourns at 7: 45 pm.

Respectively submitted,

Caroline Kiest
Recording Secretary