

**LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING**

620 Broadway

PRESENT: Susan Rohrer, Keith Leesman, Libby Anderson, Thomas Zwilling

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

1. CALL TO ORDER: Rohrer calls the Lincoln Public Library Board of Trustees meeting 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/CORRECTIONS: Anderson asked for a motion to accept the Lincoln Public Library Board meeting minutes from January 20, 2022 and Lincoln Public Library Board committee meeting minutes from March 10, 2022. Zwilling seconded. Motion carried 4 – 0.

6. NEW BUSINESS

a. Monthly financial reports: Leesman asked if the funds were in separate checking accounts. Kiest said the funds were not in separate checking accounts. Anderson asked about the different checking accounts. Kiest said the Board can come in and look at the different accounts. Anderson asked for a motion to accept the Monthly financial reports from February 28, 2022. Leesman seconded. Motion carried 4 – 0.

b. Report from April: Jensen asked if the Board had any questions about her report. Zwilling asked about the setting changes in Libby. Jensen explained the Advantage Settings will allow our patrons to get the e-books first and has help reduced the wait time. Zwilling asked how the e-books are purchased. Jensen said the Library purchases the e-books and if the e-books are popular; the Library buys more copies. Anderson asked Jensen about the uptick in new patron cards. Jensen said it is combination of both resident and out of district cards. Leesman asked if the Annex front door lock is fixed. Jensen said no.

c. Report from Donna: Cunningham asked if the Board has any questions about her February and March report. Anderson asked if there is any more space for new books. Cunningham said they are running out of room. Zwilling asked were the deleted books go. Cunningham said to the Library book sale. Leesman inquires if any of the books

could be moved into the 620 Broadway space. Jensen said no because it wouldn't be easy to view the teenagers. Leesman asked Cunningham about Storytime. Cunningham said on Wednesday, they had two kids in the morning and two kids in the afternoon session. Rohrer asked Cunningham about using 620 Broadway as a children's room. Cunningham explains to the Board how the 620 Broadway will be decorated for the Summer Reading program. Rohrer said we need to proceed to use 620 Broadway for books. Leesman asked about the Children's room new employee, Lydia Howell. Rohrer asked Starasta, Cunningham, Jensen and Kiest to come up with a plan on what is needed in the 620 Broadway space. Anderson asked if an architect is needed. Leesman said an architect will be needed for the floor space and the wiring.

d. Report from Caroline: Kiest asked the Board if they have any questions about her report. Leesman asked about new employees Laura Elliott. Kiest said she is great and very creative.

7. OLD BUSINESS/FEEDBACK AND FOLLOW-UP

a. Heartland Building ideas/Architect/Future Use: previously discussed

Starasta tells the Board about Bill Walter wanting to rent the front Board room at 620 Broadway for 600.00 per month including utilities. Leesman said a lease needs to be signed. Leesman asked about Beltone's rent. Kiest said it is \$1,250.00 per month. Leesman asked about Walter's use of a light switch and restroom. Anderson asked for a motion to lease front Board room at 620 Broadway to Bill Walter from a minimum 6 month lease at 600.00 per month including utilities. Leesman seconded. Motion carried 4 – 0.

b. Statement of Economic Interest: Starasta asked if the Board members have the Statement of Economic form. Zwilling needs the form. Starasta says the form is due May 2nd.

c. Roof Issues: Starasta said the mold guy came to the Library to do mold samples in the Annex building. Rohrer asked Jensen about the Annex staff. Jensen said one of her staff is currently out on sick leave. Starasta said he hasn't heard back from Henson/Robinson. Leesman said an architect could be included in for the roof problems.

d. Policy Additions: Starasta gave the Board handouts about the new updates for the Library policy. Rohrer said the Board will look at and discuss the new policy updates at the next Board meeting.

e. Boiler Issues: Starasta said Chief/Bauer only does residential plumbing. Starasta called Petersburg Plumbing who now is with Henson/Robinson. The Henson/Robinson employee said they could do the job and quoted \$4,900.00. Starasta said Leith Plumbing quoted \$3,800.00. Zwilling said get the bids in writing. Starasta heard from Serv Pro about cleaning the air ducts in the Annex building. Serv Pro quoted \$450.00 for 16 ducts and \$28.00 per duct. Leesman said Serv Pro should determine on how many air ducts are in the Annex building. Starasta said are the air ducts included in the

Beltone space. Rohrer said yes. Starasta needs to get the bid in writing from Serv Pro.

8. DIRECTOR'S REPORT

- a. Yearly goals:** Starasta gives the Board handouts for his yearly goals. Rohrer asked Starasta is still working on the Standardization policy. Goal 2: archive more more material for public use. Goal 3: continuing to clean out the Annex basement. Rohrer asked Starasta about Financial reports. Starasta said they could be easier to read. Leesman said the reports could be summarized. Rohrer asked Starasta comment about the year. Starasta said the numbers are picking up and we have a great part time staff. Rohrer wants the Board members to complete the evaluation and return it to her by April 17, 2022. Leesman asked about Caitlyn Lore resigning.

Leesman asked for a motion to go into Executive Session. Anderson seconded. Motion carried 4 – 0.

Jensen, Kiest and Cunningham leave at 6:42 pm

ADJOURN: Lincoln Public Library Board Meeting adjourns at 7:40 pm.

Respectively submitted,

Caroline Kiest
Recording Secretary