

**LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING**

**August 12, 2021  
620 Broadway St.**

**PRESENT:** Susan Rohrer, Keith Leesman, Tim Baccus, Thomas Zwilling, Libby Anderson.  
**ALSO PRESENT:** Mike Starasta, Caroline Kiest, April Jensen

**1. CALL TO ORDER:** Rohrer calls the meeting to order at 5:31 pm.

**2. ADDITIONS TO THE AGENDA:** Rohrer adding the evaluation forms discussion later  
in the meeting.

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

**4. PUBLIC COMMENTS:** None

**5. APPROVAL OF THE MINUTES/CORRECTIONS:** Leesman said the Board Meeting Minutes for July 15<sup>th</sup>, the Library Director’s report and old business is missing. Rohrer has suggestions for the Committee meeting on August 4<sup>th</sup> about the evaluation form. Leesman asked about changing the time for the Committee Meeting. Rohrer asked the Board if 5:30 pm is okay. Rohrer asked Starasta to change the time from 4: 00 pm to 5:30 pm. Leesman asked for a motion to change the Committee Meeting time to 5:30 pm. Baccus second. Motion carried 6 – 0. Rohrer asked about any questions from the Board Meeting Minutes on May 20<sup>th</sup>. Anderson asked for a motion to accept the Board Meeting minutes on May 20, 2021. Baccus second. Motion carried 6 – 0. Anderson asked for a motion to accept Board Meeting minutes on June 17, 2021. Zwilling second. Motion carried 6 – 0. Rohrer tables the Board Meeting minutes for July 15, 2021. Rohrer discusses the Committee Meeting on August 5, 2021. Rohrer thanked Leesman and Anderson with helping with the administrative evaluation. Leesman asked for motion to accept the Committee Meeting Minutes on August 5, 2021 with corrections. Anderson second. Motion carried 6 – 0.

**6. NEW BUSINESS**

**a. Monthly financial reports:** Leesman asked Starasta if there is a surplus. Starasta said surplus is \$45,406.31. Leesman asked if the surplus should be moved to the General committed funds. Leesman asked for a motion to move the surplus into the General committed funds from the prior year. Zwilling second. Motion carried 6 – 0. Anderson asked for a motion to accepting the July 21, 2021 financial reports. Baccus second. Motion carried 6 – 0.

**b. Report from April:** Jensen asked if the Board has any questions about her report. Rohrer congratulated Jensen on be chosen for the SHARE Circulation and Resource Sharing Committee. Jensen contacted Tim Butterfield from the Lincoln Police Department about Active shooter and stalker procedures. Jensen wants to have a program on Wednesday night after the library is closed. Rohrer would like the Board members to attend. Starasta asked Jensen about the cost of the program. Jensen said it is free but the Library will have to pay the employees. The program will be mandatory for all staff. Anderson asked for a motion to pay the employees for them to attend the program. Baccus second. Motion carried 6 – 0.

Leesman asked if the Library is still doing curbside pickup. Jensen said we will continue doing curbside pickup considering the alley is getting worse.

**c. Report from Donna/New hire for Youth Services:** Starasta said Gohl is leaving to get a job at the High School. Rohrer asked if Gohl is willing to come back to work part time. Starasta asked if Gohl stays does she get the same pay rate. Baccus told Starasta to set the rules for Gohl about the part time position. Starasta said Ashley Ried offer to help out in the Children’s room when needed. Leesman said Gohl should get part time rate and not her current rate of pay. Rohrer asked about termination date for Gohl. Starasta said when a new person is hired. Rohrer offer Gohl \$11.40 and working on Tuesday, Thursday evenings and every 3<sup>rd</sup> Saturday. Vinyard said offer Gohl her current rate considering all the tasks she has to do. Baccus asked for a motion to offer Gohl \$12.40; working Tuesday, Thursday evenings and every 3<sup>rd</sup> Saturday job and training. Vinyard second. Motion carried 6 – 0.

**d. Report from Caroline:** Kiest asked if the Board has any questions.

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

**a. Tile work:** Starasta said Ackerman came by to put an extra layer on. Ackerman said he should be done next week.

**b. Safety issues:** Jensen had previously discussed the issues. Starasta said the Insurance company wants the Library to put reflective tape on the exterior steps on the Carnegie Building. Also put plants around the lights in the Carnegie Building.

Carnegie Building’s wooden exterior doors will cost \$1,200.00 to refurbish.

**c. Trustee dates:** Starasta contacted Sumrall about the Library Board Trustees term dates. Sumrall said it was on the computer. Rohrer asked for a list of the new officers. Starasta said the Board’s term dates were not a consistent movement.

**IPLAR:** Starasta said the Board Members to sign the IPLAR. The IPLAR was previously approved by the Board. Starasta explains the IPLAR to Baccus.

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

- a. Thoms HVAC:** Starasta said Thoms fixed the air conditioning unit in the Carnegie Building.
- b. Phil Ackerman and the mosaic:** previously discussed
- c. IPLAR:** previously discussed
- d. Budget:** Baccus told that the Budget is 2 years in advance. Baccus asked about the Buildings And Grounds increase in the current year. Starasta said the oncoming years won't be as high. Leesman asked Starasta about the public hearing for the Budget. Starasta said in October, the Board will vote on the Budget. Leesman asked if Starasta will file the budget to the Lincoln City Clerk's office. Starasta said yes.

Rohrer recognizes Starasta about the letter to the Lincoln Courier, Starasta thanking the Boys Scouts for volunteering moving books to the Carnegie Building.

Rohrer passed the administrative evaluation form to the Board members to take home to make changes and corrections.

## **9. ADJOURNMENT**

Leesman asked for a motion to adjourn Lincoln Public Library Board Meeting. Baccus Second. Motion carried 6 – 0.

Meeting ended at 7:00 pm.

Submitted Respectively,

Caroline Kiest  
Recording Secretary