

## Lincoln Public Library Board of Trustees October 19, 2023 Minutes

I. The meeting was called to order at 5:34 PM

A. ATTENDANCE: Keith Leesman, Tom Zwilling, John Aton, Susan Rohrer,  
Sheri Bey, Roger Michalsen

ABSENT: Tim Bacus... Discussion on resignation letter...

ALSO IN ATTENDANCE: Mike Starasta, Caroline Keist, Donna Cunningham,  
Jessalyn Ummel

II. Additions to the Agenda...

A. Lincoln Library website agreement... Director's Report

B. Strike Annual Financial Report under Director's Report

1. The report was not received from Abbott Financial
2. Move to November

III. No Executive Session

IV. No Public Comments... No one in attendance

V. Approval of Minutes... September Meeting and October Committee Meeting

A. Motion to approve: Tom Zwilling; Second: John Aton

B. Motion carried

VI. New Business

A. Health Insurance

1. Discussion... Committee Meeting consensus: Option 5

a. BC / BS

b. Savings and good coverage

c. Motion to approve Option 5: Blue Choice Platinum PPO

2. Motion by Tom Zwilling to approve; Seconded by: Sheri Bey

3. Motion carried

4. John Aton asked if a Cobra Coverage notification had been sent to April... He related a previous employer had been sued because they had not offered Cobra Coverage

a. Mr. Starasta will contact Garrett Ins. for the proper procedure

b. Mr. Starasta will contact the attorney IF Garrett does not respond

B. Monthly Financial Reports

1. Keith Leesman asked about the 'Surplus from last year'... (p. 3)

2. Leesman reported that the previous year's surplus needed to be transferred

3. Keith Leesman asked a second question on p.7 \$585 'Fees'

a. Caroline and Keist answered that these are probably from damaged returned books

b. Mr. Starasta concurred

4. Susan Rohrer asked about 'outstanding bills'
- a. Roof Repair: PAID
  - b. Computers: Lazerware...doing good work
  - c. Basement... Mr. Starasta responded that this should be addressed
  - d. The OSHA complaint is concluded

C. Report from Jessalyn...

1. A very detailed report of the circulation records
2. 357 Fiction books were checked out; 2292 total checked out
3. Her report, color coded, shows 'Many different Items Circulated Categories'

D. Report from Donna...

1. Lincoln Womans' Club provided a display encouraging food donations
2. Programs addressing 'Food Insecurity are planned
3. Donna reported that there is 'NO WORD' on the Story Walk  
She is going to Chatham Library to find out how they do theirs

E. Report from Caroline...

1. One employee is resigning...relocating to North Carolina  
Laura Elliot's last day is 'Wednesday' and she will be recognized
2. Four applicants for the position...
  - a. Katie Vanslanbrouck will be hired to replace Ms. Elliot
  - b. She is a sister of another employee, Gabe
  3. Possible Adult Carnegie Programs
    - a. New Employee to help with, 'Take and Make'
  - b. Dinosaur Bone...Program in November...Saturday?
  - c. A question was asked about a Library 'Book Club'...

## VII. OLD BUSINESS

A. Computers: Lazerware

1. Almost all of the computers/printers are operating
2. 'Finishing soon'
3. Mr. Starasta reported that they are working better/faster  
Donna, Caroline and Jesslyn agreed

B. New Board Member Suggestions

1. The Committee Meeting suggested:
  - a. Curtis Fox
  - b. Amy Gallagher
  - c. Ron Keller
2. Sheri Bey reported, reluctantly, that she will be moving  
'Out of District'...November will be her last meeting.
  - a. Sheri Bey reported that she had a person in mind

- b. Rhonda O'Donohue would be willing
- 3. Another suggestion with financial background:  
Deb Curry

- 4. Mr. Starasta reported that Amy Gallagher had spoken to him and he said that she had told him she was not interested.

C. New Board Positions...Now through June...

- 1. President: Keith Leesman
- 2. V.P.: Susan Rohrer
- 3. Treasurer: John Aton
- 4. Secretary: Roger Michalsen

D. Misc.: New Plaque for recognizing past Board Members and those making financial donations

- 1. Mr. Starasta reported that Small Town Creations have an option in and around \$145 for a plaque based on size/style
- 2. Rohrer and Leesman volunteered to be a committee to research
- 3. Second possibility was suggested...Brian Pineda...Michalsen will contact Mr. Pineda

E. Library Crawl

- 1. About ten have brought their brochures
- 2. Those coming for the Lincoln Library Stamp are updated on The Carnegie Library building

VII. Director's Report

- A. Mr. Starasta's 'Cemetery Walk' is this Saturday, Oct. 21
  - 1. Positive feedback on the Facebook page
  - 2. No Character portrayals...'No ghosts'

B. Yearly Financial Reports...stricken...Not provided by Abbots

C. Carnegie Gutter Cleaning

- 1. One bid submitted... 'Squeaky Clean'
- a. Gutters will be cleaned out
- b. Question on '25,000 SQ FT" power washed...
  - 1. John Aton suggested that this is probably the building itself
  - 2. A comment was made that the Carnegie probably should not have this done due to the age of the structure
- c. The directive to Mr. Starasta was to limit the work to the Gutters ONLY

D. Website Agreement: Todd Spellman

1. Mr. Spellman has been doing this for the Library
  - a. His NEW bid: ONE YEAR SERVICE CONTRACT
- b. \$5400 (\$450 monthly payments)
  1. A little less than last year as reported by Mr. Starasta
  2. 2022: \$5556
- c. The new website is UP!
- d. Mr. Starasta recommended Mr. Spellman have a one year contract
  - e. Start date: 10 / 18 / 2023

2. Tom Zwilling moved that Mr. Spellman's bid be accepted for ONE YEAR  
Motion Seconded by Sheri Bey  
Mopion Carrie

IX. Adjournment

A motion to adjourn was made by Tom Zwilling; Sheri Bey seconded

Motion Carried