

LINCOLN PUBLIC DISTRICT
BOARD OF TRUSTEES MEETING
JUNE 20, 2024

I. Call to Order at 5: 32

Present: Keith Leesman, Susan Rohrer, John Aton, Kathy Papesch and Roger Michalsen

Absent: Thomas Zwilling and Ed Jeffries

Also Present: Mike Starasta, Donna Cunningham and Caroline Kiest

II. Additions to the Agenda: 2024-2025 New Officers... 'Director's Report Misc.'

III. No Executive Session

IV. Public Comments

1. Curtis Fox attended the meeting. He gave a donation to the Carnegie Preservation Fund
2. Mr. Fox said he was familiar with 501C3 groups and gave plaudits to the Library for investigating the formation of one for the Library.
 - a. 501C3 groups are beneficial to the Library because some grants are only available if a 501C3 is part of the organization.
 - b. Mr. Fox and Mr. Starasta mentioned setting up a 501C3 is a lengthy process and has some costs. Mr. Bailey, lawyer, was recommended.

V. Minutes: A motion was made by Susan Rohrer to approve and it was seconded by John Aton.

Motion carried.

VI. New Business

- a. Monthly Financial Reports
 1. Mr. Aton asked for clarification on p. 2 and the HiFi account...
Checking: \$68,000 HIFI Acct. (\$33,561.75)
 2. Mrs. Rohrer suggested Mr. Starasta should IF there is a need to transfer funds
(General Committed Funds) then he should be able to move the funds.
 3. Mrs. Papesch asked about the 'Odd and Even Years' mentioned in the minutes from last month (May). No real answer was given.
 4. A question to clarify about p. 10 'All funds'. Revenue and Transfers
 - a. 'Memberships' (Library Assoc. Membership) On p. 9, the Budget lists \$100 and the cost is listed as a greater amount.
 - b. Mr. Starasta said that Abbott's must have taken the payment from the 'Other Account'. Our records are backed up by two different locations. Ms. Papesch offered that this situation would be a 'Red Flag' on an audit.
 - c. On p. 10, the 'Totals' on Budget Expenditures are unclear on the form.
5. A motion to approve the Financial Reports was made by Mr. Aton and seconded by Ms. Papesch. Motion Carried.

b. Donna's Report

1. We have had 'good attendance' on the 'Special Days'.
- There is some 'competition' currently with VBS programs.
2. Circulations...
- a. Total circulation: 3407; Kid's Section: 2017...Summer readers!
 - b. First Methodist Kids' Club does come to the Library in the summer BUT they come for the programs; not to check out books.

c. Caroline's Report

1. She explained that her report is a 'collaboration' with Nicole the circulation manager.
2. Duplicate books were found in the basement and added to the 'Book Sale'.
3. Gabe's last day is this week. He found full-time employment.
4. Gabe and Mr. Starasta put together the new bike racks.
5. Library is hiring for an 18 hour/week replacement.
6. The sign-up to work at the August Book Sale will be next month.

VII. Old Business

- a. Carnegie Roof: The contractor that did the work on the City Hall roof came to inspect. On the day he came, he said it was especially windy and he could not do the inspection. He will come 'another day'.
- b. Sesquicentennial
 1. Mr. Starasta reported that the Velveteen Coffee Shop in Mclean is having a book signing event by the authors. He is going to attend and offer the same opportunity at the Library for the Sesquicentennial.
 2. Mr. Starasta said he is working on the script for the Library tours.
 3. Sesquicentennial Banner: It was decided to display the 23' long 3' wide banner on 'fence posts' across the front of the Library instead of on the columns. Bee's Floral was suggested for the 'fence posts' and maybe they would display.
- c. Technology Grant
 1. We received a \$27,000 grant from the Sec. of State.
 2. Mr. Leesman asked about possible use. Suggestions included:
 - a. Computer leasing
 - b. Improving the Internet
 - c. Additional computer in the Children's' section
 - d. Possible laptop for the Annex
 - e. Tablets for kid use
- d. Illinois State Library is providing access to 54 databases. Mr. Starasta reported that July 1 is a target date but there may be some delay.

VIII. Director's Report

1. The Library needs a 'Maternity Leave plan. None currently exists.
 - a. Payton is expecting. She currently works 29 hours/week.
 - b. Questions:
 1. Part time employees and Maternity Leave?
 2. State Code?
 - c. Mr. Starasta presented the State Code that we must follow.
 - d. The 'Administrative Code' was distributed.
 - e. Mr. Starasta contacted Clinton's Library.

1. Clinton's Library is comparable to Lincoln.
2. Clinton sent their Maternity Leave in a pdf/email
- a. Maternity Leave pay is eligible for commensurate to the employee's 'normal work hours' greater than 21 hours.
- b. If the employee is unable to work, 'Pre-birth', they are to use their sick/vacation time.
- f. Mr. Starasta will contact Heartland Library Assoc. on clarification about: how much to pay, length of Maternity Leave and when does it start.
- g. Make sure of the legality of the plan. Mr. Leesman suggested the lawyer be contacted concerning the Maternity Policy.

2. Juneteenth

- a. Four to five visitors to the Library booth got Library cards.
- b. One/two noticed their cards had expired and got the information on to renew.

3. Misc.: Election of Officers for 2024 - 2025

Mr. Leesman read from a sheet detailing the rotation. It was discussed that the one that was read was a change. The following 2024 - 2025 Slate was suggested:

PRESIDENT: Susan Rohrer

Vice President: Roger Michalsen

Secretary: John Aton

Treasurer: Thomas Zwilling

Trustees: Kathy Papesch, Ed

Jeffries, Keith Leesman

A motion to approve the slate was made and seconded by Ms. Papesch.

Motion carried.

John Aton made a motion to adjourn and Ms. Papesch seconded. Motion carried.