

**LINCOLN LIBRARY BOARD OF TRUSTEES BOARD MEETING
APRIL 27, 2011
MAIN LIBRARY**

Board Present: Mark Denzler, Gary Koch, Mike Lelys, Robert Messina, Marty Ryan, Anthony Schuering.

Board Absent: Jennifer Walsh Hammer.

Staff Present: Nancy Huntley, Director; Elena Mheidze, Administrative Services Manager; Lois Morse, Assistant Director; Ernie Slottag, City Communications Director.

President Ryan called the meeting to order at 5 p.m.

MINUTES: Mr. Lelys made a motion to approve the January 2011 Board minutes. Mr. Schuering second the motion. The motion carried.

FINANCIAL REPORT & BILL LIST: The January, February and March 2011 financial reports and bill lists were reviewed. After being audited, the end of year figures on the February report may change slightly. The retirement of the Acquisitions Librarian and the Reference Manager have slowed the purchase of new materials.

DIRECTOR'S REPORT:

FY2011 Statistics – The FY2011 statistics reflect the first year without the branch libraries. Circulation statistics are slightly down as a result of the branch closures. In general, circulation numbers are at the highest during winter and early summer. Fiction titles are checked out slightly more than nonfiction. Popular items at the library are audiobooks, CDs, DVDs and paperbacks.

FY2011 Volunteer Hours – Volunteers donated 3,515 hours of time during fiscal year 2011, which is equivalent to 1.8 full-time Library Assistant IV employees and \$65,028 in wages. In recognition of their work, volunteers were presented with a thank you letter, a certificate of hours, and a Panera gift card, courtesy of the Friends of Lincoln Library.

Snapshot Day – On April 13, 2011, Lincoln Library participated in the Illinois Library Association's (ILA) "Snapshot: One Day in the Life of Illinois Libraries." Along with other libraries across the state, staff gathered statistics, photos and customer comments to emphasize the importance of libraries. The information has been compiled in a brochure that will be shared with the public.

Planning Committee – The Planning Committee is comprised of the following: Nancy Huntley, Library Director; Lois Morse, Assistant Director; Tony Moyer, Library Assistant; Marty Ryan, Library Board President; Anthony Schuering, Library Board Trustee; Stuart Shiffman, President of the Friends of Lincoln Library Board; Linda Kopecky, community member. The committee is currently focusing on writing goals

dealing with maintenance and funding.

System Merger – On July 1, 2011, the Rolling Prairie Library System (RPLS) will cease to exist and merge into the Illinois Heartland Library System. The new system is currently seeking Public Library Trustees who are willing to be elected to the Illinois Heartland Library System Board of Trustees. Additional information, including a survey that must be completed by April 27, 2011, was included in an email that has been forwarded to Lincoln Library Trustees. In the past, Lincoln Library and Decatur shared a “guaranteed” seat on the RPLS board. Despite being the largest libraries in the system, it does not appear there will be a “guaranteed” seat on the new Board.

West Branch Book Sale – Books and audio-visual materials housed at the shuttered West Branch were sold to the public on March 31, April 1 and 2. The sale was very successful with \$12,000 being brought in the first four hours and a total of \$32,800 being raised at the end of the 3-day sale. The Office of Budget and Management is writing a Request for Proposal to see if anyone is interested in purchasing the remaining items as a whole. Mayor Edwards guaranteed all funds raised at the sale would be put in the library’s budget. The possibility of using the money to fund Sunday hours was discussed.

Library on the Go – Library on the Go was launched on February 18, 2011. The service has proven very popular with more than 50 e-books being checked out the first two days and requests from people wanting to purchase out-of-district cards with the purpose of accessing the e-books. (Unfortunately, many of those interested were not eligible for a non-resident card as Illinois law dictates the card must be purchased at the customer’s closest public library.) The e-books can be downloaded to computers, Nooks, iPads and, in the near future, Kindles.

Speakers List – The 2011 Speakers List is now available. A library volunteer took on the task of calling the more than 80 people/organizations and updating their entries.

Write Stuff – A reception in honor of the 17 students whose work was chosen for inclusion in the “Write Stuff” will be held on May 4, 2011. Dave Bakke of the State Journal-Register will be the special guest speaker. The Friends of Lincoln Library will cover the cost of the reception.

Staff Institute -- The annual Staff Institute is scheduled for Friday, May 13, 2011. Mayor Huston will present the staff service awards, which include four 25-year awards and one 35-year. As in the past, the cost of the day, including breakfast and lunch, will be underwritten by the Friends of Lincoln Library.

Parking Garage – Free parking is now available on Saturdays in the garage underneath the library.

Lincoln Library Foundation: The Lincoln Library Foundation Board met at 4 p.m. on April 27, 2011. The current holdings are approximately \$300,000. The Foundation will be interviewing bookkeepers to assist with keeping track of the perpetual funds. Helen Cox has rejoined the Foundation Board as a Community Member. Two vacancies remain – one Friends’ Board and one Lincoln Library Board.

FRIENDS OF LINCOLN LIBRARY: \$2,854 was raised at the January paperback sale. John Lynn was the speaker at the annual meeting that was held in March. Sarita Dixon has joined the Friends' Board.

LIBRARY BOARD RESIGNATIONS: Nina Harris' term on the Library Board has expired and she is not seeking re-appointment. Raymond Watson has resigned from the Board due to a conflict of interest involving his new position at the Illinois Secretary of State's office. Replacements will be sought following Mayor-Elect Houston's inauguration.

COFFEE BAR: Mr. Koch inquired about plans to open a coffee bar within the library. Director Huntley explained there are no immediate plans, but she will discuss the possibility with the architect hired for the second floor remodel. Locating a coffee bar on the first floor would be difficult due to the need for access to water. A Request for Proposal would have to be written to find someone to operate the coffee bar.

Meeting with Mayor: After Mayor-Elect Houston takes office, a couple members of the Board would like to meet with him to discuss library issues. Director Huntley will arrange for a meeting.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

EXECUTIVE SESSION: None.

PUBLIC FORUM: None.

ADJOURNMENT: The meeting adjourned at 5:32 p.m.

Submitted By Kim Hergett