

LINCOLN LIBRARY BOARD OF TRUSTEES MEETING

April 28th, 2021

Remote Zoom Meeting

Board Present: Annie Brooks; Helen Cox, Vice-President; Christina Cray; Andre Jordan; Arden Lang, President; Mary Mucciante; Geoff Pettys; Tiffany Roe; Marty Ryan, Secretary

Board Absent: None

Staff Present: Jeff Blazis, (outgoing) Fiscal Officer; Denise Fisher, Office Coordinator; Rochelle Hartman, Director; Dominique LaSalvia, (incoming) Fiscal Officer

President Lang called the meeting to order at 4:46pm.

Roll was called.

Minutes: Minutes from March 24th Board Meeting presented for approval. Ms. Cray pointed out typo in Director's Report. Ms. Cox motioned to approve minutes as amended. Ms. Cray seconded that motion. The motion unanimously carried.

Financial Reports: Fiscal Officer Blazis presented February 2021 financial report. February being the last month of the fiscal year, these were the final numbers for FY '21. Ms. Cox inquired whether the 14% remaining in the budget was carried over or returned to the city. Mr. Blazis explained that it is not returned but does not appear in the FY '22 budget. The amount just remains in the cash balance.

Mr. Blazis introduced new employee, Dominique LaSalvia. Ms. LaSalvia will be taking over as Fiscal Officer when Mr. Blazis moves to OBM.

Director's Report:

COVID-19 Update – New Spring hours are in effect and working well. A majority of staff is vaccinated. Curbside service numbers are decreasing as more people are choosing to come into library but curbside service will continue to be offered.

Vacancies - Denise Fisher was also welcomed in her new position as Office Coordinator. Mrs. Fisher previously held a position in the Circulation Department.

- A hiring recommendation has been made for the Librarian 1 position in Adult Services.
- An offer has been made for a Circulation Manager. HR is currently completing background check.
- We have not yet posted the shelving position for Youth Services

IPLAR – President Lang and Secretary Ryan must approve the IPLAR report before Director Hartman can digitally sign and submit.

- Ms. Cray, referring to an item on page 16 of the report, asked what assistive devices our library has for the hearing impaired. Director Hartman stated that library website is accessible, computers are open for communication assistance, and that staff is in the process of assuring that “zoom programming’ had closed-captioning.
- Both, Geoff Pettys and Annie Brooks, asked that their addresses be update in the report.

Big Read – The Big Read programs have gone forward and have been very successful. President Lang attended the Author’s Talk and thought it was ‘fantastic’. Lincoln Library will be launching its Story Walk at Lincoln Memorial Gardens on Friday, April 30th at 10am. The Seed Library has been replenished and is doing well.

Earth Awareness Fair – Lincoln Library had a table at the Earth Awareness Fair which was visited by more than 300 people. Staff members, Summer Griffith and Anna Mosher, encouraged visitors to take pictures of provided flyers and handed out approximately 80 gardening kits.

Summer Reading Program – Summer Reading Program 2021’s theme is *Reading Colors Your World*.

- Due to the ongoing COVID battle, Lincoln Library has decided to host all Summer Reading programming either outside or virtually. As a result of a partnership with the National Park Service, Story times are being held on Lincoln’s lawn.
- The Adult Summer Reading Program is going forward, as well. It is planned that tote bags will be given to the first group of people to sign-up.

Staff Training – Staff has been undergoing training focusing on institutional racism, diversity, and de-escalation. Director Hartman will be attending Springfield Coalition on Dismantling Racism’s day-long training session.

ILA – Director Hartman has been appointed to the ILA Reporter Editorial Board effective July. It was noted that Geoff Pettys and Tiffany Roe need to be signed up as ILA members.

I-Magic Nation – Lincoln Library was approached a local non-profit called I-Magic Nation. I-Magic Nation’s focus is on literacy and the desire for libraries in every neighborhood. They reached out to our library in search of any partnership opportunities. They have purchased property on Springfield’s Eastside with the goal of building a ‘Reading House’ to offer tutoring and promote reading in young people. A Bookmobile was discussed but was tabled due to monetary concerns. No firm partnerships have been decided upon but discussions will continue.

Questions:

Compass – President Lang wondered whether the library would be coordinating with Compass. Director Hartman stated the Anna Mosher, Youth Services Manager and Summer Griffith, Community Engagement Manager were working on that collaboration.

Questions from Social Media – Mr. Pettys asked whether there was a policy on how to address questions about the library posed to Board Members via Social Media Platforms. Director Hartman stated that those individuals should be referred to herself or Summer Griffith, Community Engagement Manager.

President’s Report: The Big Read is coming to an end and has been very successful. Statistics will be ready as soon as possible.

Friends of Lincoln Library: Ms. Cray reported that the bookroom has been cleaned out with Salvation Army receiving excess materials. The next Friends meeting will be held via Zoom with the hopes of having in person meetings after that.

Lincoln Library Foundation: Ms. Cox Finances are in good shape and the DeFrates Plaque is being ordered.

Unfinished Business: None

New business:

Sunday Hours – Director Hartman indicated that the library is typically open on Sundays, October through April. As a result of COVID, the library did not host Sunday hours last winter. Sunday hours are staffed through the use of overtime pay for employees. Due to the added cost and decreasing patron use over the past years several years, the Library is currently considering not reopening Sunday hours next fall. The library is not sure if these hours, or the cancellation

of these hours, need to be approved by the mayor and/or the Board. Staff is currently collecting all pertinent data needed for an informed decision.

Executive Session: None

Public Forum: None

Adjournment: Motion to adjourn was made by Ms. Cox. The motion was seconded by Mr. Ryan. Meeting was adjourned at 5:15pm.