

LINCOLN LIBRARY BOARD OF TRUSTEES MEETING



February 22, 2023

Board Present: Andre Jordan, President; Helen Cox, Vice-President; Mary Mucciante; Geoff Pettys, Marty Ryan

Board Absent: Annie Brooks, Cristina Cray

Staff Present: Summer Griffith, Director; Dominique LaSalvia, Fiscal Officer; Denise Fisher, Office Coordinator

President Jordan called the meeting to order at 4:48 pm.

Roll was called.

Minutes: Minutes from the January Board Meeting were presented for approval. Following one correction in meeting attendance, a motion to approve the minutes unanimously carried.

Financial Reports: December 22 and January 23 Financial Reports were presented with no anomalies. It was noted that at the end of January the library was on track to have responsibly spent the budget by the end of the fiscal year.

Director's Report:

FY 2024

- The library's FY 24 budget was accepted as presented
- 4 new positions will be added: Outreach Manager, 2 Librarian I positions (1 for SVC Cataloging and 1 for Outreach), and a Library Assistant IV (for Outreach).

The Outreach Manager and Cataloging positions will be filled as soon as possible. The other 2 positions will be filled later in the year.

- The SirsiDynix contract was approved.

Tech Lab Updates

- Content creation lab equipment and furniture has been ordered. We have a very ambitious goal of opening on May 15th. We are working with a social worker / PhD student from Adler University on this project, with hopes to ground this initiative in social equity so it meets the needs of the entire community.

Programming Updates

- Staff is gearing up for International Fest which will be held in April.
- The library has partnered with Juneteenth, Inc. of Springfield and we will be hosting the Juneteenth kick-off event.
- Preparations for this year's Summer Reading Program have started.

Maintenance and Renovations

- Elevator maintenance project has started. The plan of action is to take one side of the elevator bank out of service while working on it and use the other side to service all floors. The staff elevator will serve as back-up when needed.

General Info

- Emily and the management team are currently reviewing current library policies and preparing a set of policies for the content creation lab. Any prospective changes will be brought before the Board for review.
- Policies and changes will be sent to Board members for review in advance of Board meeting where they are presented.
- Director Griffith will touch base with the city legal department on any necessary issues regarding policies.

President's Report: President Jordan congratulated Director Griffith on successfully getting the library's FY 24 budget passed.

Alliance Report:

- The annual book sale is scheduled for May 20th.
- The 1st LLA Meet 'n' Greet took place on February 15th. It was successful and received good feedback.
- The Alliance has received the Foundation check

Lincoln Library Foundation: None

Unfinished Business:

- Director Griffith spoke to the Mayor regarding updating the Board's bylaws. He suggested that rather than asking legal to update the bylaws, that we update them and submit them to legal for review. Board Members will let the Office Coordinator know their availabilities to convene and work on updating the bylaws.
- Director Griffith has reached out to Ron Drennan, Facilities Manager, about the poor lighting in the parking garage. He stated that he is currently short-staffed but it is on his list of things to address. Director Griffith assured that there are security cameras in the basement and new cameras will be added very soon.

New Business: None

Public Forum: A member of the public wondered about the absence of the Chicago Tribune from the Periodical collection. The Office Coordinator responded that she would check with Circulation staff to find out what happened.

Executive Session: None

Adjournment: Marty Ryan made a motion to adjourn at 5:18pm and Geoff Pettys seconded the motion. Meeting was adjourned.



**ROLL CALL FOR
THE LINCOLN LIBRARY BOARD of TRUSTEES MEETING**

Meeting called to order 4:48pm

Meeting adjourned 5:18pm

(Mark Y for yea and N for nay)

First Motion

Second Motion

Vote Results

Attendance		Minutes			Adjournment
<u>∅</u>	Brooks, Annie	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>√</u>	Cox, Helen	<u>√</u>	<u> </u>	<u> </u>	<u>√</u>
<u>∅</u>	Cray, Cristina	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>√</u>	Pettys, Geoff	<u>√</u>	<u> </u>	<u> </u>	<u>√</u>
<u>√</u>	Jordan, Andre	<u>√</u>	<u> </u>	<u> </u>	<u>√</u>
<u>√</u>	Mucciante, Mary	<u>√</u>	<u> </u>	<u> </u>	<u>√</u>
<u>√</u>	Ryan, Marty	<u>√</u>	<u> </u>	<u> </u>	<u>√</u>

Staff in Attendance:

Summer Griffith, Director; Dominique LaSalvia, Fiscal Officer; Denise Fisher, Office Coordinator