

LINCOLN LIBRARY BOARD OF TRUSTEES MEETING



February 23, 2022

Board Present: Arden Lang, President; Helen Cox, Vice-President (*Ms. Cox joined meeting at 4:52pm*); Cristina Cray; Andre Jordan; Mary Mucciante; Geoff Pettys; Marty Ryan

Board Absent: Annie Brooks, Tiffany Roe

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

President Lang called the meeting to order at 4:47pm.

Roll was called.

Minutes: Minutes from January Board Meeting were presented for approval. A motion to approve the minutes unanimously carried.

Financial Reports: Fiscal Officer Dominique LaSalvia submitted the December financial reports. Ms. LaSalvia stated that there had been no financial abnormalities.

Director's Report:

Clarification of News Item – Acting Director Griffith wanted to clarify a local news story that the library bookmobile was voted down at the city council meeting. She stated that it had not been voted down. What didn't pass was 2 additional Librarian positions.

Vacancies

- **Security** – We currently have two Security Officer positions open and our third guard is out on a disciplinary suspension. This means that we have no security officers in the building at this time. Securitas has been contacted about hiring temporary security until new staff is hired, however they are not returning our calls. The Springfield Public Works department has been aiding library staff in the opening and closing of our building. Managers are taking more time to walk around the building and the SPD will be making frequent visits to the library to offer an authoritative presence. Acting Director Griffith is currently working with legal to negotiate a way for CWLP security to fill in on a temporary basis. Negotiation is needed because CWLP security is a different union than library security. The hiring process for new guards has been greatly expedited by the city.
- **Adult Services** – We are currently interviewing for the Adult Services Manager and a Library Assistant III position. We will be losing Librarian I, Danielle Adams, on March 1st. She is moving out of state to be closer to her family. Her job will be posted shortly thereafter.
- **Access Services** – After an internal promotion, there is a Library Assistant II vacant in Circulation.
- **Admin** – Emily Stone has officially accepted the position of Assistant Director! The paperwork has been completed to post Acting Director Griffith's former position of Community Engagement Manager.

Internal Procedures – Acting Director Griffith and Assistant Director Stone are currently working together to make internal procedures clearer and more concise. Ms. Stone is working on a disciplinary rubric. This will ensure that behavioral issues are handled uniformly throughout the library.

Goals – The library will be refocusing on the Strategic Plan of inspiring, empowering and connecting to the community.

Bookmobile – The funding is in place for a place for a bookmobile but we are at the very beginning stages of planning. Staff is reaching out to libraries with bookmobiles in similarly sized cities to gather information. We will also be talking with the community to gather input. It is our hope to look into EVs so that we can leverage state tax credits.

Areas of Support – We are going to try to increase community support. We will be asking board members to advocate for the library to their city Alderperson, as well as the community, about the Bookmobile and other programming.

Questions

- Arden Lang asked whether there was a plan to staff the Bookmobile. Acting Director Griffith explained that finding funding for this project was not going to come quickly but that we are going to keep searching for funding opportunities. She also stated that Alderperson Purchase has offered her support to the project.
- Arden Lang questioned whether the loss of staff members happened in the last few weeks. Ms. Griffith answered that most were inherited and the others were generated by internal hires. Ms. Griffith also explained that we were posting job openings with the ALA, ILA and the Black Librarian Caucus in order to get good, qualified, diverse job candidates.
- Arden also asked who would be in charge of creating the internal procedures. Acting Director Griffith explained the Assistant Director Stone was drafting one using the rubric from the Chattanooga Tennessee public library as a template. Once a solid draft is made, managers, staff and various social services agencies will look at it to give feedback on the final product.
- Ms. Mucciante asked that Ms. Griffith look at the Strategic Plan and report to the board at the next meeting how she intends to use it. She also asked for Ms. Griffith to allow the board to see the budget presentation that was given to city council.
- Mr. Pettys questioned whether any delay in spending “bookmobile money” would cause us to lose this money. Acting Director Griffith stated that although there was no plan for purchase in place, that she was confident that we would be far enough along in the process within the time allotted to avoid the loss of any funds.
- Ms. Cox asked that Ms. Fisher research the bookmobile plans that former director Will O’Hearn left behind.

President’s Report – Ms. Lang announced that she is moving from Springfield, so she has tendered her resignation from the Lincoln Library Board of Trustees effective March 16, 2022. She offered her fondness and well wishes for the future of the library.

Ms. Lang stated that recently the board had been working on revising the bylaws. She also stated that the recent hiring and firing process had drawn to light that at least one law was not being followed and has found another section which was in contravention of our bylaws. She has stated that she would be contacting Mr. Zerkle, Corporation Counsel, and asking him to write us a new set of bylaws more in keeping with our practices. Mr. Zerkle was the author of the current bylaws written in 1991. Ms. Lang asked for feedback from board members. Ms. Cox and Mr. Pettys both agreed with this plan of action.

- Mr. Ryan asked if the board would have input and approval of the bylaws. Ms. Lang said that she believed that they would

Friends Report – None

Unfinished Business:

Ms. Fisher had a meeting date correction. In the original 2022 Board of Trustees Meeting Date Schedule the May meeting date was listed as the 26th and it is actually May 25th.

New Business:

Nominating Committee – Mr. Ryan stated that the nominating committee (*Mr. Ryan and Ms. Cox*) proposed the following individuals as incoming officers:

- Incoming President – Mr. Andre Jordan
- Vice-President – Ms. Helen Cox
- Incoming Secretary – Cristina Cray

Ms. Cox made a motion to vote to accept the new slate of officers. Mr. Ryan seconded the motion. The motion unanimously carried.

Congratulations Everybody!!

Public Forum: None

Executive Session: None

Adjournment: Ms. Cox made a motion to adjourn and Mr. Jordan seconded that motion. Meeting was adjourned at 5:37pm.





ROLL CALL FOR THE LINCOLN LIBRARY BOARD

Date 2/23/2022

Meeting called to order 4:47pm

Meeting adjourned 5:37

(Mark Y for yea and N for nay)

First Motion

Second Motion

Vote Results

* joined meeting at 4:52

Attendance	Minutes	Accepting slate of proposed officers	Adjournment
∅ Brooks, Annie	∅	∅	
√* Cox, Helen	∅	√	√
√ Cray, Cristina	√	√	
√ Pettys, Geoff	√	√	
√ Jordan, Andre	√	√	√
√ Lang, Arden	√	√	
√ Mucciante, Mary	√	√	
∅ Roe, Tiffany	∅	∅	
√ Ryan, Marty	√	√	