

LINCOLN LIBRARY BOARD OF TRUSTEES MEETING



February 28, 2024

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

Board Absent: Cristina Cray, Secretary; Ann Mares; Mary Mucciante

Staff Present: Gwen Harrison, Director; Emily Stone, Assistant Director; Jeff Blazis, Fiscal Officer; Nick Clatfelter, Deputy Chief of Security; Mike Disco, Mayor's Chief of Staff; Megan Freeman, Outreach Librarian; Stephanie Martin, Sangamon Valley Collection Manager; Karli Pettifer, Teen Services Librarian

President Jordan called the meeting to order at 4:49pm.

The Board approved the minutes for the January 24th, 2024 meeting.

Financial Report: January Financial Reports were presented with no anomalies.

Director's Report:

Staff and Hiring

- Outreach Librarian Megan Freeman and the new Teen Librarian Karli Pettifer were introduced.
- Stephanie Martin, SVC Manager introduced herself and spoke briefly about her position.
 - She stated that she had just received notification that the library has access to SJ-R Newsbank digitized collection from 1831 – present. She thanked the Lincoln Library Foundation for that purchase.
 - Ms. Martin also stated that SVC just acquired Lanphier High School's newspaper from the 1940s through 2020.

- Ms. Martin reported that she is on Springfield's "America 250" committee for the celebration of the semi-quincentennial of the United States.
- SVC is hosting a Leaving Your Legacy Memoir workshop on March 9th.
- Nick Clatfelter, Deputy Chief of Security, introduced himself and stated that disruptive/illegal incidents have decreased significantly since this time last year.
- Adult Services Librarian Rachel Blomer's last day was today.

General Updates

- Customer feedback forms have been created and the library has gotten some very positive feedback.
- The FY25 budget has been approved. The library FY25 budget is \$6,469,514.
- Director Harrison introduced Serving Our Public 4.0: Standards for Illinois Public Libraries. She stated that she would like to collectively review portions of these standards at each meeting.
- The elevator modernization project is moving along well. A request for partial payment has been received.
- The bookmobile is still on track to arrive in December 2024.
- The room numbering project is progressing. The next step is to contact Ace Sign Company.
- Nick Clatfelter and the Security team received praise for all of their hard work ensuring the safety of the library. There is a new security desk just inside the north entrance adding another layer of safety.
- Assistant Director Emily Stone provided an update on the Mobile App. The issue has been resolved and the app should be back up within the next week.
- Outreach participated in numerous events, including Pop-up libraries.
- ISD Director James Sullivan met with the management team to discuss changes in internet and email policies. A second meeting is being scheduled to address any lingering questions.
- Public Relations Manager Makenley Jones has begun work on the Community Survey. The responses will inform the Strategic Plan.
- Work will begin on the Annual Report which is due on or before the second Monday in June.
- Director Harrison reported that she will attend the Illinois Library Association Board Meeting on March 7, 2024.
- Director Harrison has been accepted into Leadership Illinois.
- Director Harrison had the opportunity to participate in the video This Is What Leadership Looks Like: <https://www.facebook.com/iwilpringfield>

Programming

- On February 10th, the library hosted a Football 101 program which was very well received.
- On February 17, 2024, a celebratory program was held honoring 13 trailblazing African Americans in Springfield. 103 attended and “swag bags” were given. *Programs and bookmarks were provided to Board Members.*
- The library has offered letters of support to Lincoln Land Community College and the Fishes and Loaves Adult Literacy Program. We have committed to offer them meeting space and access to our high-interest low reading level collection.
- Adult Services is planning to host a program on March 19th, 2024 with Michelle Seliner on the topic of self-injury.
- Director Harrison stated that there are Spring Workshop Sessions for Library Trustees. www.ila.org/events/library-trustee-forum-spring-worksops. Information on how to signup was provided to the Board of Trustees.
- Director Harrison thanked Board President Andre Jordan for his attendance at the City Council Budget Hearing.

President’s Report:

President Jordan congratulated Director Harrison on being accepted to Leadership Illinois, and the staff for the successful Trailblazers event on February 17th. He also voiced appreciation for the efforts of the staff, and excitement about the progress on the elevator modernization project. President Jordan also stated that he or other Board members would like to accompany staff on the trip to Resource One to select new public seating.

Alliance Report: None

Foundation Report: Helen Cox reported that local schools are excited about the new book vending machine purchased by the Foundation.

Unfinished Business:

Cards for Kids Act: A motion to approve the new Circulation Policy with the addition of the Cards for Kids language unanimously carried, with one minor grammatical change.

New Business: Geoff Pettys informed the Board that a meeting was held with Corporation Counsel regarding updates to the portion of City Code pertaining to the Library Board, and the resulting draft changes were distributed.

Public Forum: None

Executive Session: None

Adjournment: Meeting was adjourned at 5:34pm.