

LINCOLN LIBRARY BOARD OF TRUSTEES MEETING



March 23, 2022

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

Board Absent: Annie Brooks, Tiffany Roe

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

President Jordan called the meeting to order at 4:45pm.

Roll was called.

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

Financial Reports: Fiscal Officer Dominique LaSalvia submitted the January financial reports. Ms. LaSalvia stated that there had been no financial abnormalities. Ms. LaSalvia stated that there had been a substantial amount of money left unused in prior fiscal year and the goal for this coming fiscal was to avoid that same mistake.

- It was questioned whether or not the funds that were unused would then rollover. Ms. LaSalvia stated that they would not.
- It was question what the line for gift shop sales represented. Ms. LaSalvia stated that it was book sales and headphone sales.

Director's Report:

Vacancies

- **Security**
 - We currently have two Security Officer positions staffed and a hiring offer for the third position has been made.
 - *Each Security Officer will undergo mandatory trainings, including de-escalation, CPR, and verbal judo trainings*
- **Adult Services**
 - A hiring recommendation has been made for the Adult Services Manager.
 - Second round interviews are taking place for a Library Assistant IV position
 - We have a Librarian I position vacant
- **Access Services**
 - Library Assistant II vacant in Circulation
 - Samantha Dunn, Circulation manager has given notice. Preparation for posting this position have begun.
- **Admin**
 - The Community Engagement position posting, Acting Director Griffith's former position, has closed.

Policy and Procedures – A disciplinary rubric has been designed for the library. This will ensure that behavioral issues are handled uniformly throughout the library. The rubric has been vetted by all library staff, as well as Josh Sabo, head of the Heartland Continuum of Care. Our rubric is modeled after the rubric in place at the Chattanooga Public Library.

The library will also be notifying SPD of any incident the results in more than a week long ban.

- It was questioned how clear video footage is in the building. Director Griffith says that the quality isn't always perfect but does give enough clarity to gather identifying features to be used in our PITS incident reporting system.
- It was questioned whether the rubric would be posted anywhere. Director Griffith stated that it would be posted on our website. It was also stated that major rules are also posted around the library and on our digital signage.
- It was asked if the city's legal department needed to look at/approve the rubric. Director Griffith stated that, although the rubric is procedural not policy so legal input isn't necessarily required, she has shared it with the mayor and would gladly share it with legal is requested.

- It was clarified that the rules being enforced were all policies that had been previously approved. The rubric affords the procedure of actions taken when the policies are broken.
- Clarification was requested about the “strong odor” policy. Director Griffith explained that obviously there are some socio-economic inequities that would prompt body odor. However, staff are educated in community availabilities to hygiene needs and can gently refer individuals in need to these opportunities.

Spending Priorities - In FY21, the library left more than \$54,000 in equipment unspent. In FY22, the library left approximately \$30,000 unspent. With a public computer lab that has less than ½ the computers working, that is unacceptable.

- Going forward we would like to focus on technology. We will be prioritizing updating the hardware and software in the public computer lab and the Nancy Huntley Computer Classroom.
- We are also purchasing laptops for patron use in the study rooms, for use in online meetings and interviewing. Director Griffith is working with the ISD Director on assessing our technology needs and then putting together a list of needed purchases.
- We currently have \$30,000 earmarked for needed WiFi switches, however they have been severely delayed. If their arrival pushes out until February, we will spend that money and push the purchase to next FY.
- Director Griffith is also looking to see if some of the technology purchases would be a good use of a portion of the Wagner Bequest funds. She stated that this would not in any way effect the Bookmobile purchase.
- Director Griffith will also be making staff training and library outreach a spending priority.
- Research and fact accumulation is still in the process for the purchase of the bookmobile.
- It was requested that a copy of the budget presentation be provided to the board. Director Griffith stated that we would provide board members with that information.

Programming – Both Youth Services and Adult Services are preparing for the Summer Reading Program. This year’s theme is *Off the Beaten Path*. Currently programming is going well, with a rise in off-site programming. Director Griffith encouraged everyone to follow the library on social media.

President's Report – Mr. Jordan stated that he was excited about the direction in which the library was headed. He also said that the board was in the process of converting the bylaws to electronic format.

Friends Report –

- The Friends are hosting local author Danual Berkley for a book signing and reading on March 26th.
- They are hosting a book sale on April 9th in the DeFrates Reading room.

Unfinished Business:

- Bylaws
 - Cristina Cray is in the process of converting bylaws and motions to electronic format.

New Business:

- **Youth Services Policy** – A youth services area policy was proposed that would stop adults who are not accompanying children and do not require immediate access to children's materials from loitering in the Youth Services area. The policy was approved as follows:

Youth Services Area Policy

The Youth Services area of the library is specifically designed to meet the needs of young library users. The Youth Services area is available for use by children and their accompanying adults, and by adults requiring access to the collection, including, but not limited to, teachers and students.

Adults who are not accompanying children and do not require immediate access to children's materials, or who have obtained materials from the Youth Services area including the Young Adult collection, will be asked to relocate to another section of the library, regardless of the time of day, presence or absence of other children or activity level in the room.

This policy reflects the library's concern for children's safety in the library.

Public Forum: None

Executive Session: None

Adjournment: Mr. Pettys made a motion to adjourn and Ms. Cox seconded that motion. Meeting was adjourned at 5:3pm.

