



**ROLL CALL FOR  
THE LINCOLN LIBRARY BOARD of TRUSTEES SPECIAL MEETING  
Date 09.25.2024**

**Meeting called to order 4:45PM      Meeting adjourned 5:50PM**

**(Mark Y for yea and N for nay)      **First Motion**      **Second Motion****

**Vote Results**

Attendance		Minutes			
<u>✓</u>	<b>Banks, Robert</b>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>
<u>✓</u>	<b>Cox, Helen</b>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>
<u>∅</u>	<b>Cray, Cristina</b>	<u>∅</u>	<u>∅</u>	<u>∅</u>	<u>∅</u>
<u>✓</u>	<b>Harris, Kathryn</b>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>
<u>✓</u>	<b>Jordan, Andre</b>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>
<u>✓</u>	<b>Mares, Ann</b>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>
<u>✓</u>	<b>Mucciante, Mary</b>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>
<u>✓</u>	<b>Ryan, Marty</b>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>

**Staff in Attendance: Gwen Harrison, Director; Emily Stone, Assistant Director; Matt Johnson, Fiscal Officer; Greg Moredock, Corporation Counsel**

# LINCOLN LIBRARY BOARD OF TRUSTEES MEETING



**August 28, 2024**

**Board Present:** Andre Jordan, President; Helen Cox, Vice-President; Robert Banks; Kathryn Harris; Ann Mares; Mary Mucciante; Marty Ryan

**Board Absent:** Cristina Cray, Secretary

**Staff Present:** Gwen Harrison, Director; Emily Stone, Assistant Director; Matt Johnson, Fiscal Officer; Greg Moredock, City of Springfield Corporation Counsel

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

The Board approved the minutes for the August 28th, 2024 meeting with a correction to list Helen Cox only once in the attendance, and a correction of the description and spelling of the "Fly-brary."

## **Unfinished Business:**

### **PROPOSED CHANGES TO CITY CODE**

Greg Moredock, Corporation Counsel, presented Board members with a copy of the 1987 Consent Decree. Mr. Moredock explained that prior to the Consent Decree, the City was governed by the Mayor and 4 commissioners, but there had only been a single African-American commissioner. A lawsuit resulted in a change to the form of government to the current aldermanic system, in an effort to make the government more representative of and responsive to the city's African-American population. Mr. Moredock noted that Springfield is the only municipality in Illinois operating under these specific rules, which serve essentially as the city's constitution. He then highlighted Article 5, Section 2, which establishes Lincoln Library as an office of the executive branch of the City of Springfield, and Article 5-4, which grants the Mayor control over the executive departments.

A motion was then made to accept the proposed changes to City Code, with a revision to section 97.05 specifying that the Library's Executive Director, not the Board of Trustees, will make the annual report. The motion carried unanimously.

**Financial Report:** August Financial Reports were presented. Fiscal Officer Matt Johnson noted that expenses and revenues are on target, with expenses slightly over projection. He also noted that any negative line balances will generally be covered by other lines in the same object code, or can be remedied with a 2% transfer at year's end. He reported that the \$18,000 in grant funds for Project Next Generation are beginning to be expended.

**New Business:**

**MEDIA AND PUBLIC RELATIONS POLICY**

The Board unanimously voted to approve a new Media and Public Relations Policy, which supersedes the existing Public Relations and Photography policies.

**Director's Report:**

**GENERAL UPDATES**

- *Serving Our Public 4.0 – Standards For Illinois Libraries:* Director Harrison submitted *Chapter 6: Safety* for review. Director Harrison stated that while there is some room for improvement and additional staff training, the library is doing well in this area. It was noted that Deputy Chief of Security Clatfelter was looking into a hazmat training for staff.

- August 2024 library statistics:

	<b>Aug-23</b>	<b>Aug-24</b>	<b>Percent Change</b>
<b>Physical Item Checkouts</b>	31,149	30,683	-1.50%
<b>eBook/Streaming Checkouts</b>	11,606	11,908	2.60%
<b>Lincoln Library App Launches</b>	3,698	3,723	0.68%
<b>Jobs Printed for Patrons</b>	3,817	4,771	24.99%

- Kone Elevator will be adding a second set of call buttons for the first floor elevators to ease confusion.
- Productive meetings have taken place with Farber regarding the interior finishes and the exterior wrap for the Bookmobile, which is still on target for a December delivery date.
- We will meet next week with HUD regarding the million dollar Youth Services area renovation. Staff have also had a preliminary meeting with an architect to discuss the vision for the renovation.
- Patron Lynn Herzberger has created a celestial art installation for the third floor of the library.

- There is an ILA Legislative Meetup Tuesday, December 10<sup>th</sup>, in Bloomington that Board Members are encouraged to attend.
- State Representative Sue Scherer called to congratulate us on receiving the Project Next Generation Grant.
- Staff will attend a Zoom presentation by ILA to learn about ILA's partnership with Amazon Business Prime and how our library can take advantage of this benefit.
- Lincoln Library's Staff Institute was a success. Staff feedback was overwhelmingly positive, though many staff expressed desire for a full-day Institute in the future. Keynote speaker Professor Lankes offered to do a training for the Board via Zoom.
- Lincoln Library has moved closer to reinstating printing charges. Most agreement forms have been finalized, but it will likely take up to 6 weeks to receive the payment terminals.
- Recent SVC acquisitions included: photographs of the modification of the Sugar Creek covered bridge in the 1990s and 3 baseball cards of Springfield Sallies players.
- Director Harrison noted that IHLS is seeking trustee representatives, and encouraged Board Members to get involved.

#### **STAFF AND HIRING**

- Recommendations will move forward for the filling of two Library Assistant II positions in Circulation.
- A recommendation will move forward for the Librarian I SVC Cataloger position.
- The Library Page position must be reclassified as a Civil Service position. This is a work in progress.

#### **PROGRAMMING AND EVENTS**

- Sangamon Valley Collection Manager Stephanie Martin spoke at the LLCC Academy of Lifelong Learning's Chautauqua Series about SVC and its resources for family history.
- **Journey to Freedom: Illinois' Underground Railroad Exhibit:** The exhibit is in place on the 1<sup>st</sup> floor, and the official opening is scheduled for Thursday, September 26, 2024, 10:30 AM – 11:00 AM. The exhibit will be featured at Lincoln Library through November 2024. Special programming will also accompany this exhibit.
- First Presbyterian Church will hold a press conference at 4:30 PM, Thursday, October 3, 2024 from SVC to announce its new solar array funded by federal and state grants, Faith in Place, and other donors in conjunction with CWLP and WindSolar USA.
- The ILA Annual Conference will be held October 8-10, 2024 in Peoria, IL. Amy Salmon and John Wylder will present *A Civil Way of Approaching Civics* during the conference. Karli Pettifer will present as part of the *One Affirming Adult* panel on October 8th. Several team members will also attend the annual conference. Board Members were encouraged to attend Trustee's Day at the conference.
- Lincoln Library is participating in the IHLS Library Crawl. Patrons visit area libraries throughout the month of October and get a passport at each library they

visit. Lincoln Library will offer pencils and library card holders for participating patrons.

- Youth Services Programming:
  - Story Time is back for the fall, with great attendance so far.
  - Teen Time has also returned – Teen Services Librarian Karli Pettifer has a great group of regulars.
  - The department partnered with the Illinois State Museum to offer “Fine Art Fridays” in September (coming back in November).
  - Youth Services Manager Molly Burns will present on October 11 at the Sangamon County Regional Office of Education’s Fall Forum, on the topic of how teachers can utilize the public library.
  - Molly Burns has also been working with Terrance Jordan and team at District 186 to train volunteers to work in elementary school libraries.
  - Karli Pettifer will be running a “Teen-Tober” reading challenge in the month of October. Teens who read 5 books will be entered into a raffle to win a pair of noise-canceling headphones. She is also working with John Wylder & Amy Salmon from the Adult Services Department to present teen-friendly versions of their popular Civil Civics series (also in October).

**President’s Report:** President Jordan expressed excitement about moving forward with the Bylaws update process and was happy with the pace at which everything is moving along.

**Alliance Report:** N/A

**Foundation Business:** N/A

**Building Board of Trustees Meeting Agenda for October 2024:** N/A

**Public Forum:** Becky Whitlow reported that her organization, the League of Women Voters, has been partnering with the Library at various events to offer voter registration. Their final registration event will be held on October 8<sup>th</sup>.

**Executive Session:** None

**Adjournment:** Meeting was adjourned at 5:50pm.