

# LINCOLN LIBRARY BOARD OF TRUSTEES MEETING



**December 8, 2021**

**Board Present:** Arden Lang, President; Helen Cox, Vice-President; Andre Jordan, Mary Mucciante; Geoff Pettys, Tiffany Roe, Marty Ryan

**Board Absent:** Annie Brooks, Cristina Cray

**Staff Present:** Rochelle Hartman, Director; Denise Fisher, Office Coordinator; Dominique LaSalvia, Fiscal Officer; Anna Lillian Moser, Youth Services Manager;

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

Roll was called.

**Minutes:** Minutes from September Board Meeting were presented for approval. Ms. Lange commented that the word library was incorrectly typed twice (*library library*) in one place. Ms. Cox motioned to approve the minutes with that correction. Mr. Jordan seconded the motion. The motion unanimously carried.

**Financial Reports:** Fiscal Officer Dominique LaSalvia submitted the August, September, and October financial reports. Ms. LaSalvia stated that there had been no financial abnormalities and noted that we are nearing the end of the fiscal year.

Mary Mucciante questioned that in September's financial reports if Contract Service lines were speaker's fees. Ms. LaSalvia noted that all three lines were for programming. Tom Irwin's fee was a speaker fee. Night of Mystery line was a programming purchase and the Haunted Springfield Tour line was the purchase of tickets for programming.

### Director's Report:

**COVID-19 Update** – The library as started to see a rise in COVID related absences.

**Vacancies** – Kim Hazel-Lange retired from her position as Library Assistant IV and interviews for her position should be starting in the mid December. On December 13<sup>th</sup>, Lisa Casson is starting her position as shelver in Youth Services, a position she held previously. A hiring recommendation has been submitted to the Mayor's Office for a Young Adult Librarian. The library is currently awaiting his approval. Ann Hobbs retired after 40 years of service as a Library Assistant IV, her job has not been posted yet. Reference librarian Shari Bay resigned at the end of November to take a position with the Illinois State Library. Her position has not yet been.

Next year the library will be receiving a part-time AmeriCorps volunteer to help in the public computer use area. This individual will assist patron who are in need of more one-on-one time-intensive computer help that the librarian does not have time to do.

Sam Dunn, former Adult Service manager, is now the Borrowers' Services Manager. She is replacing Amber Moore, who left in October to return to a previous job where she can work from home. The Adult Services will be posted soon.

The library has been awarded an IMLS grant for a one year, full-time Outreach contractual position. This position must be approved by Springfield city council before we can go forward. Once approved, we would like to show the importance of this position so that it may be written into the budget.

**Per Capita Grant** – The Per Capita Grant has been completed. Once Ms. Lange and Mr. Ryan give the "thumbs up" Director Hartman will send it. Ms. Lange encouraged everyone to read the grant, as it is easy to read and informative.

**Sunday Hours** – (*This item was not on the agenda*) The mayor has requested that we begin Sunday hours again. His original request was that we open the weekend after Thanksgiving but contractually with the Union we were unable to do that. At this time, we are planning to begin Sunday hours on January 9<sup>th</sup> and continue them through April. The need for Sunday hours will be reevaluated at that time. With the addition of Sunday hours we will be discontinuing Thursday evening hours. Mr. Pettys inquired if the library had received calls requesting Sunday hours. Director Hartman replied that to her knowledge we had not. Director Hartman explained that Sunday hours were overtime hours and can be hard to staff, although there are a handful of staff do appreciate the opportunity for overtime pay. Ms. LaSalvia added that it is not good financially.

**Trainings** – Staff is being strongly encouraged to partake in the HCOC Ambassador Training. It's an hour long training on the causes of homelessness and how we, as citizens, can help. Director Hartman will send the link to the board so that they can watch if they'd like.

**Programming Updates** – presented by Anna Lillian Moser, Youth Services Manager

Springfield Memorial Foundation approached the library about contributing to their Holiday Fest this year. Adult and Youth Services teamed up and put together programming, included a light-up snow globe project, a Winter Tea with the Uketopians, and various crafting programs.

#### **Upcoming programming events**

- History and Folklore of Santa Claus virtual program will be taking place on December 11<sup>th</sup>.
- December 18<sup>th</sup> will host a craft extravaganza in Youth Services
- Adult Services will be hosting a winter art show from January 3<sup>rd</sup> – 26<sup>th</sup> in correlation with a winter reading program. Teens have been invited to participate, as well.
- January 4<sup>th</sup> an Aquatic Entomologist will be hosting a program about winter insects and how climate change is effecting their habitat.
- On January 11<sup>th</sup>, Adult Services is hosting a program called The Politics of Tea with speaker Claire Evans

#### **Outreach**

- Youth Services is still visiting Boys and Girls Club and Springfield Housing Authority sites. Participation continues to grow.
- Youth Services will be visiting a local pre-school for a story and craft time.

**Summer Reading Program** – Youth Services is looking forward to collaborating with Adult Services on the 2022m Summer Reading Program “*Off the Beaten Path*”. They are in the beginning stages of booking performers.

**Teen Advisory Group** – The library hosted its first after-hours teen activity and 9 kids were in attendance. A second after-hours activity is happening at the end of the week. Ms. Moser stated how excited she was in how fast the group is taking off.

**Questions** – Ms. Lange asked what caused the uptick in participation at the SHA outreach sites. Ms. Moser stated that fliers were passed out and posted around the area. She also stated that individuals are starting to recognize her and feel more comfortable participating. Ms. Fisher added that she believed that the majority of the rise in involvement was due to Ms. Moser’s creativity and hard work.

President's Report - None

Friends Report – None

Unfinished Business:

**By-laws** – Board was to have reviewed Article 1, 2, & 3 on the first page of the bylaws. Ms. Lang stated that she noticed that in the 2<sup>nd</sup> paragraph of Article 2 it says that the Board should have the power to:

*(i) establish qualifications for the position of executive director; (ii) interview and recommend applicants for appointment as executive director; and (iii) recommend the discharge of any executive director on any formal charge, subject to the approval of the Mayor and City Council pursuant to the federal consent decree and ordinance establishing the mayor/aldermanic form of government.*

Ms. Lang stated that in her tenure on the board, the Board of Trustees has had no input in the hiring process. She asked fellow board members if they thought that it was necessary to keep that paragraph in the bylaws. Ms. Cox stated that she did not think it needed to stay. Ms. Lang suggest that we talk to the city before we make the decision to remove it. Ms. Lang stated that she would contact the city legal department. Mr. Pettys inquired as to why the board had not been involved in the hiring of the director preciously. Ms. Lang answered that it was partially because the board is an advisory board not a governing board due to Illinois *Home Rule*. Mr. Pettys asked that when Ms. Lang spoke to the legal department if she would ask for their reasoning for not including the board in this decision making process – not as a combative gesture but for clarification. Ms. Mucciante asked if we could add language stating that if Home Rule changed could we revert back to governing. Mr. Pettys said that he would like to have the city attorney speak to the board. Ms. Lang agreed that it was a good idea and she said she would make that request.

No one had any other revision suggestions for Articles 1, 2 or 3.

Ms. Lang ask that the second page of the bylaws to be reviewed at the next meeting. Mr. Ryan asked if that could be included in the next board packet. Director Hartman affirmed that it could be.

New Business:

**Nominating Committee** – Ms. Lang asked if Mr. Ryan would be on the nominating committee. He agreed and Ms. Cox said that she would be the second individual. Mr. Ryan asked that Board members be given either his or Ms. Cox's emails, so that they can let them know of any interest in serving as an officer. Ms. Fisher will supply interested individuals with those addresses.

**2022 Meeting Dates** – Ms. Mucciante asked Ms. Lang if the meeting dates would stay the same in 2022. Director Hartman suggested that we meet again on January 26, 2022 at 4:45pm and vote on the rest of the meeting schedule for 2022 at that time. Mr. Pettys asked if the meeting were going to continue to be hosted online and if we were allowed to do so. Ms. Lang stated that she believed that the

Governor had released a formula having to do with the number of area COVID cases. Director Hartman stated that she and Ms. Fisher would have that information at the next board meeting.

**Public Forum:** None

**No Executive Session:** None

**Adjournment:** Ms. Cox made a motion to adjourn and Mr. Ryan seconded that motion. Meeting was adjourned at 5:24pm





**ROLL CALL  
FOR  
THE LINCOLN LIBRARY BOARD**

Date 12/0821

**Meeting called to order 4:47pm Meeting adjourned 5:24pm**

(Mark Y for yea and N for nay)

**First Motion**

**Second Motion**

**Vote Results**

Attendance	Minutes	Adornment
∅ _____ Brooks, Annie	∅ _____	_____
✓ _____ Cox, Helen	✓ _____	✓ _____
∅ _____ Cray, Cristina	∅ _____	_____
✓ _____ Pettys, Geoff	✓ _____	_____
✓ _____ Jordan, Andre	✓ _____	_____
✓ _____ Lang, Arden	✓ _____	_____
✓ _____ Mucciante, Mary	✓ _____	_____
✓ _____ Roe, Tiffany	✓ _____	_____
✓ _____ Ryan, Marty	✓ _____	✓ _____