

**Lincoln Library Board of Trustees Meeting
February 26, 2020
Lincoln Library Bicentennial Room**

Board Present: Annie Brooks; Helen Cox, Vice President; Cristina Cray; Larry Harvell; Andre Jordan; Arden Lang, President; Mary Mucciante.

Board Absent: Marty Ryan, Secretary.

Staff Present: Jeff Blazis, Fiscal Officer; Katherine Holt, Access Services Manager; Rochelle Hartman, Library Director.

Public Present: None.

President Lang called the meeting to order at 4:45 p.m.

Minutes: Ms. Cox made a motion to approve the minutes from the January 2020 meeting. The motion carried following a second by Ms. Brooks.

Financial Reports: The January 2020 financial reports were reviewed. Fiscal Officer Blazis reported spending is on par with the previous fiscal year.

Director's Report:

Vacancies – Applications for the Community Engagement Manager are being accepted through March 9, 2020. The Computer Network Specialist candidate is in the process of a background check.

FY2021 Budget – The FY2021 budget for the city was approved at the February 18, 2020, meeting of the City Council. The library's proposed budget was passed intact, including the addition of a third security guard. An unexpected, last-minute request by AFSCME for a fourth library security guard was also approved.

Website Update – The library's current website recently crashed and can no longer be updated due to various issues that include outdated software and server and an unsupported operating system. All third party, external links – patron records, the catalog, eResources, etc. – are usable. ISD has advised that no further updates be applied to the current website. In December 2019, the Lincoln Library Foundation approved funds for a new website. Work will begin on the new site once the contract is signed by city officials.

Coronavirus Pandemic – Director Hartman is monitoring the coronavirus outbreak and the responses of Illinois libraries. A city-wide plan has not yet been shared with Directors.

President's Report: No report.

Friends of Lincoln Library: Ms. Cray the Friends' Board did not meet in January 2020. The January paperback sale was well attended. A sale of children's books is scheduled for March 7, 2020.

Unfinished Business:

Behavior Policy – Following a brief discussion, Ms. Cray made a motion to approve the Behavior Policy with Corporation Counsel's recommendations. Mr. Jordan second the motion and the motion carried.

Ban/Suspension Policy – Corporation Counsel has reviewed the proposed ban/suspension policy and revised some language for clarity. Ms. Cray made a motion to approve the amended policy. Following a second by Mr. Jordan, the motion carried.

Both policies immediately go into effect and will be added to the policy binders kept at all public service desks.

New Business: None.

Executive Session: None.

Public Forum: None.

Adjournment: The meeting adjourned at 5:15 p.m.

Submitted by Kim Hergett.