

**LINCOLN LIBRARY BOARD OF TRUSTEES MEETING
OCTOBER 24, 2018
LINCOLN LIBRARY BICENTENNIAL ROOM**

Board Present: Helen Cox, Vice-President; Cristina Cray; Larry Harvell; Mary Muccianti; Dr. Donald Ross; Marty Ryan, Secretary.

Board Absent: Davida Fanniel; Arden Lang, President.

Staff Present: Jeff Blazis, Fiscal Officer; William O'Hearn, Director ; Jessica Paulsen, Access Services Manager.

Public Present: None.

In the absence of President Lang, Vice-President Cox called the meeting to order at 4:51 p.m.

MINUTES: Ms. Cray made a motion to approve the July 2018 minutes. Mr. Ryan seconded the motion and the motion carried.

FINANCIAL REPORTS: The September 2018 financial report and bill list were reviewed. Expenses remain on pace for the year.

DIRECTOR'S REPORT:

December Board Meeting – The next meeting of the Lincoln Library Board is scheduled for December 5, 2018. There will not be a meeting in November.

Holiday Closings - The library will be closed on November 12, 2018, for Veterans Day. (The library is open on Sunday, November 11, 2018.) For Thanksgiving, the library will close at 5 p.m. on Wednesday, November 21, 2018, and remain closed through Friday, November 23, 2018. The Christmas holiday closing will be Sunday, December 23, 2018, through Tuesday, December 25, 2018. For the New Year, the library will close at 5 p.m. on Monday, December 31, 2018 and remain closed through Tuesday, January 1, 2019.

Vacancies – Mark Boucher has been promoted from a Library Assistant II in the Circulation Department to a Library Assistant IV in Extension Services. Second-round interviews for the Security Guard opening have been completed and a decision will soon be made. The following positions remain vacant – Library Assistant II, Communication Manager and Technical Support Specialist.

Sign Update – The majority of the new signage has been installed. Quotes relating to reading and libraries will soon be applied to the pillars.

Self-Checkout Update – The self-checkout machine will open for public use on Saturday, October 27, 2018. An issue with collecting fine payments through the machine has not yet been fully resolved.

Per Capita Grant – At the December Board meeting, the annual Per Capita Grant application will be presented for review.

BOARD REPORTS: Ms. Muccianti inquired as to if the Lincoln Library Board will need to provide annual reports to the City Council. Director O’Hearn explained that the section of the City Code referring to the annual reports is under review and assured the Board that he will inform them of any decision he receives from the Mayor’s Office. It was noted that much of the information requested in an annual report is provided at the yearly budget hearings and in the Illinois Public Library Annual Report (IPLAR).

(Mr. Harvell arrived at 5p.m.)

PRESIDENT’S REPORT: No report.

LINCOLN LIBRARY FOUNDATION: Ms. Cox reported that the Foundation Board has approved the purchase of an outdoor book drop for the library, as well as indoor book drops for placement within County Market stores

FRIEND’S REPORT: The January book sale is scheduled for Saturday, January 12, 2019.

UNFINISHED BUSINESS:

Collection Development Policy – Mr. Ryan made a motion to approve the updated Collection Development Policy. Ms. Cray seconded the motion. The motion carried.

Interlibrary Loan – Following review, the Board tabled the Interlibrary Loan Policy until a one-page sheet with a fee table and customer liabilities/responsibilities could be created.

Photography Policy – The Photography Policy was approved by the Library Board following a motion by Mr. Ryan and a second by Ms. Cray.

Public Relations Policy – Mr. Ryan made a motion to pass the Public Relations Policy. Ms. Cray seconded the motion. The motion carried.

NEW BUSINESS:

First Night – The Springfield Area Arts Council has requested use of the Carnegie Rooms – after library hours – for the annual First Night event. Mr. Ryan made a motion to approve the request with the understanding that the Council will split the cost of the required Security Guard. The motion carried following a second by Ms. Cray.

Computer Use Policy – The Computer Use Policy will be presented for review at the December meeting of the Board.

Circulation Policy – The revised Circulation Policy was distributed. Changes include:

- up to three automatic renewals for items not on Request
- automatic assignment of a PIN
- courtesy email notifications (Effective January 1, 2019, notices will no longer be mailed through the U.S. postal service.)
- confidentiality law updates

- borrowing privileges for non-residents who lease property within the Corporate Limits of the City of Springfield

The Board suggested that the Student eCard section be revised to read, “For students attending school within the geographical boundaries of Springfield School District 186.”

Director O’Hearn encouraged the Board to read the policy closely and contact him with any additional suggestions or concerns. The policy is scheduled to be voted upon at the December meeting of the Board.

EXECUTIVE SESSION: None

PUBLIC FORUM: None

ADJOURNMENT: The meeting adjourned at 5:24 p.m.

Submitted by Kim Hergett

The next meeting of the Lincoln Library Board of Trustees is scheduled for December 5, 2018.

