

SREATOR PUBLIC LIBRARY  
Board Minutes  
December 21, 2021

President David Reed called the December meeting of the Streator Public Library Board of Trustees to order at 4:30 p.m.

Present were board members Jane Farero, Gloria Gubbles, Spencer Lawrence, Ellen Park, Gail Russell, Ellen Vogel, and Gary Wheeler and Library Director Cynthia Maxwell.

Board member Ed Brozak was absent.

#### SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes of the November meeting. Motion by Gary Wheeler to accept the minutes as presented. Seconded by Spencer Lawrence. Motion passed by voice vote.

#### FINANCIAL REPORT

The monthly financial report prepared by Lauterbach & Amen was presented. Motion by Gary Wheeler to accept the report. Seconded by Ellen Vogel. Motion passed by voice vote.

No bills were presented for payment.

#### CORRESPONDENCE

No correspondence was presented.

#### LIBRARY DIRECTOR'S REPORT

Bids were obtained for scaffolding and lighting for the matching grant.

The Community Center Board donated \$500 to the matching grant fund.

CORE has been contacted about the uncompleted items in the meeting room.

Farm Ridge Township donated \$600 to the reading program.

Director Maxwell has completed the Per Capita Grant application for 2022. The 2020 Per Capita Grant Expense Report has been completed

Staff In-Service Day was held on December 10, 2021. Training on the new system software was completed as well as emergency training for the staff. The December staff meeting was held at this time.

Don Oliver has been contacted to remove the stair treads.

Director Maxwell has completed the Succession Plan and submitted the plan to President Reed for review.

The computers in the library have been updated to Windows 11.

The November staff meeting was held on November 30<sup>th</sup>. Cash handling within the library was reviewed.

#### PRESIDENT'S REPORT

No report was presented.

Motion by Spencer Lawrence to move to Executive Session to discuss personnel. Seconded by Ellen Park. Motion passed by voice,

## EXECUTIVE SESSION

The board entered executive session at 5:02 p.m.

Present were board members Jane Farero, Gloria Gubbles, Spencer Lawrence, Ellen Park, Gail Russell, Ellen Vogel, and Gary Wheeler.

Board member Ed Brozak was absent.

Motion by Gary Wheeler to return to regular session. Seconded by Gloria Gubbles. Motion passed by voice vote.

The board returned to regular session at 5:27 p.m.

## COMMITTEE REPORTS

Building and Grounds Committee/ No report given

Finance Committee/ No report given

## UNFINISHED BUSINESS

Director Maxwell has had no communication from CORE on the unfinished items in the meeting room. It was suggested that she contact Dr. Soderstrum about the matter.

Director Maxwell will be meeting with a contractor about replacing the breakroom ceiling.

## NEW BUSINESS

Director Maxwell presented the proposed 2022 library budget. Motion by Spencer Lawrence to accept the budget presented for 2022. Seconded by Ellen Park. Motion passed by voice vote.

Director Maxwell reviewed her succession plan for the library. Motion by Ellen Vogel to accept the presented Succession Plan. Seconded by Ellen Park. Motion passed by voice vote.

Motion by Jane Farero to renew the contract for accounting services from Lauterbach & Amen for one year. Seconded by Gloria Gubbles. Motion passed by voice vote.

It was decided that all staff members would receive a \$1 an hour wage increase beginning in January 2022.

Motion by Spencer Lawrence to purchase touchless faucets and soap dispensers for the restrooms on the condition that refills for the soap dispensers are not cost prohibitive. Seconded by Gloria Gubbles. Motion passed by voice vote.

There being no other business, the meeting adjourned at 5:57 p.m.

Respectfully submitted,

Jane Wreith Farero  
Board Secretary