

## STREATOR PUBLIC LIBRARY

Board Minutes

April 20, 2021

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

Present were library trustees Ed Brozak, Jane Farero, Gloria Gubbels, Spencer Lawrence, Theresa Lukach, Ellen Park, David Reed, Ellen Vogel, and Gary Wheeler and Library Director Cynthia Maxwell.

### SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes of the March board meeting. One correction was noted: board member Ed Brozak not city manager Dave Plyman was present at the meeting to discuss the progress of the meeting room renovation. Motion by Ed Brozak to accept the minutes as corrected. Seconded by Spencer Lawrence. Motion passed by voice vote.

### FINANCIAL REPORT

The monthly treasurer's report was presented. Motion by Theresa Lukach to accept the report as presented. Seconded by Spencer Lawrence. Motion passed by voice vote.

The Endres Endowment is now valued at \$99,561.16.

No bills were presented for payment.

### LIBRARY DIRECTOR'S REPORT

Director Maxwell has filled a FOIA request for the number of employees working in the library as of December 30, 2021.

The library staff has been informed that a PDF of their approved payroll will be processed each pay period.

The Per Capita Grant paperwork has been submitted.

Director Maxwell and other area librarians were interviewed and quoted by The Times in an article about the Dr. Seuss collection in their libraries.

### PRESIDENT'S REPORT

President Reed and Director Maxwell met with a representative of the accounting firm Lauterbach & Amen to discuss the new financial services. Payroll checks will be done by the accounting firm as will quarterly taxes. Other financial responsibilities are still being reviewed and will be addressed.

### COMMITTEE REPORTS

**Building and Grounds Committee** Ed Brozak has met with city engineer Jeremy Palm to discuss structural questions about the library building. Mr. Palm suggested that the library contact a structural engineer to assess the building.

**Financial Committee** Two CDs will be maturing at the end of April. After discussion by the board, it was decided to cash in the CDs and place them in our Money Market account.

**Fundraising Committee** Ellen Vogel informed the board the library has received donations of \$14,014 to be placed in the Matching Funds for Grants Account.

## UNFINISHED BUSINESS

On April 15, board members Dave Reed and Ed Brozak and Library Director Cynthia Maxwell met with Mayor Jimmie Lansford and Dr. Carl Soderstrum to discuss the progress of the renovation of the meeting room. The project should be completed in a timely manner and may be available for limited use soon. Dr. Soderstrum would like to have a formal dedication take place during the Labor Day week-end.

TomKat has been to the library to do patching of trouble spots on the roof. They will be replacing that roof area as soon as weather allows.

The Building and Grounds Committee and the Personnel Committee will meet with Director Maxwell to revise the job description for the janitorial position now open. This position's major responsibilities will be the cleaning of the library building and the upkeep of the library grounds.

## NEW BUSINESS

Director Maxwell has completed interviewing applicants for the open staff position. The position will be filled this week.

Motion by Spencer Lawrence to rescind our agreement with Streater Unlimited for cleaning services for the library. Seconded by Gary Wheeler. Motion passed by voice vote.

There being no other business, the meeting was adjourned at 6 p.m.

Respectfully submitted,

Jane Wreith Farero  
Board Secretary