

STREATOR PUBLIC LIBRARY

Board Minutes

April 18, 2016

President Brian Kmetz called the April meeting of the Streator Public Library Board of Trustees to order at 6 p.m.

Present were board members Jim Blalock, Jane Farero, Gloria Gubbels, Jane Hart, Brian Kmetz, Spencer Lawrence, Ellen Park, and Dave Reed and Library Director Cynthia Maxwell.

City Manager Scot Wrighton explained the purpose of the two proposed TIF districts and how they will affect the Streator Public Library.

SECRETARY'S REPORT

Secretary Jane Farero presented the minutes of the March meeting. Motion by Dave Reed to accept the minutes as presented. Seconded by Spencer Lawrence. Motion passed by voice vote.

FINANCIAL REPORTS

Treasurer Jim Blalock presented the monthly treasurer's report. Motion by Theresa Lukach to accept the report as presented. Seconded by Dave Reed. Motion passed by voice vote.

Library Director Cynthia Maxwell is planning to split the cost of the new microfilm reader into two payments.

CORRESPONDENCE

There was no correspondence presented.

LIBRARY DIRECTOR'S REPORT

A Scholastic book sale will take place in the library in early May. The proceeds will be donated to the library.

Director Maxwell has spoken with a representative from Kone about providing service for the library's elevator. Their quote for service is included in this month's board packet.

The library will be hosting a field trip/story time for two St. Michael's classes.

The microfilm reader will be in operation as soon as a new computer and monitor are delivered. A training date will be scheduled for the library staff. Director Maxwell plans to promote the new reader on the library website and on Facebook.

The library's On-line Forum will be made public on May 1, 2016. A variety of forums will be available. Protocols will be established and only registered users will have access to the various forums.

RAILS is developing system standards for all public libraries. A library will have to comply with these standards if they are to remain a part of the RAILS library system.

Gloria Sass will be retiring on April 24, 2016. Until a replacement is hired, Gloria's hours will be split between two part time staff members.

Director Maxwell and Sarah Myers attended the Children's Institute Day on March 27, 2016 in Normal, Illinois. They were also able to visit the Normal Public Library after the meeting.

Director Maxwell, Vickie Lindsey, and Melissa Badger will be attending the Reach Forward Conference in Rosemont, Illinois on May 6, 2016.

Director Maxwell will be attending a Trustee/Director Workshop at the Crete Public Library on May 14, 2016. This workshop will provide up to date information on FOIA, OMA, and the Patriot Act.

Director Maxwell would like to increase the amount of the conference budget for the new 2016 fiscal year to \$1000.

A staff member will be at the Streator YMCA's "Healthy Kids Day" on April 30, 2016, to promote the library's literacy program and the summer reading program.

PRESIDENT'S REPORT

There was no president's report.

EXECUTIVE SESSION

Motion by Jim Blalock to move to executive session to discuss staff reviews. Seconded by Ellen Park. Motion passed by voice vote.

The board moved to executive session at 7:10 p.m.

The board returned to regular session at 7:50 p.m.

In keeping with the Open Meetings Act, the board decided to adjourn the meeting at 7:55 p.m. and reconvene on Thursday, April 28, 2016, at 6 p.m.

Respectfully submitted,

Jane Wreith Farero
Board Secretary

President Brian Kmetz called the extended April meeting of the Streator Public Library Board of Trustees to order at 6:05 p.m. on April 28, 2016.

Present were board members Jim Blalock, Jane Farero, Brian Kmetz, Spencer Lawrence, Theresa Lukach, Ellen Park, and Dave Reed and Library Director Cynthia Maxwell.

Board members Jane Hart and Gloria Gubbels were absent.

Motion by Theresa Lukach to move to executive session to continue with staff reviews. Seconded by Dave Reed. Motion passed by voice vote.

The board moved to executive session at 6:06 p.m.

The board returned to regular session at 6:35 p.m.

COMMITTEE REPORTS

Finance Committee member Theresa Lukach reviewed the information on the bonds for the addition. There will be an opportunity in December of 2016 to retire a bond.

UNFINISHED BUSINESS

Two financial institutions that have Streator Public Library accounts have incorrect signature cards. Motion by Ellen Park to have President Brian Kmetz as co-signer for both institutions. Seconded by Spencer Lawrence. Motion passed by voice vote.

Director Maxwell is to contact the city about obtaining a copy of all legal documents relating to the bonds for the new addition.

Motion by Spencer Lawrence to accept the budget presented for May 1, 2016 through December 31, 2016. Seconded by Theresa Lukach. Motion passed by voice vote.

NEW BUSINESS

Motion by Ellen Park to grant Rose Ann Negray and Alex Cole each \$1800 to cover the cost of Medicare Insurance and Medicare Supplement Insurance. Seconded by Spencer Lawrence. Motion passed by voice vote.

Discussion on part-time employee benefits was tabled until the May meeting.

Motion by Jim Blalock to have Three Trees do maintenance of the library grounds from May through October. Seconded by Spencer Lawrence. Motion passed by voice vote.

Motion by Ellen Park to raise the hourly wage of Melissa Badger, Madison Geske, and Vicky Lindsey to \$8.50 per hour. Seconded by Spencer Lawrence. Motion passed by voice vote.

Motion by Spencer Lawrence to grant a 2% raise to Alex Cole, Cynthia Maxwell, Sarah Myers, Rose Ann Negray, and Sabrina Oberholtzer-Shultz. Seconded by Dave Reed. Motion passed by voice vote.

Director Maxwell is to continue to look for a contractor or plasterer to suggest the best way to repair the north wall of the second floor room.

There being no other business, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Jane Wreith Farero
Board Secretary

