

STREATOR PUBLIC LIBRARY

Board Minutes
December 21, 2015

Board member Ellen Park called the December meeting of the Streator Public Library Board of Trustees to order at 6:05 p.m.

Present were board members Jim Blalock, Jane Farero, Gloria Gubbels, Spencer Lawrence, Theresa Lukach, and Ellen Park and Library Director Cynthia Maxwell.

Board members Jane Hart, Brian Kmetz, and Dave Reed were absent.

SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes from the November meeting. Motion by Spencer Lawrence to approve the report with the correction of two typing errors. Seconded by Jim Blalock. 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 Jane Farero. Motion passed by voice vote.

A bill for \$1,000 was presented from Three Trees. This amount has been allocated for landscaping at a previous board meeting.

CORRESPONDENCE

No correspondence was presented.

LIBRARY DIRECTOR'S REPORT

The annual audit has been completed at a cost to the library of \$790.

Five computers, which were not working, are now working properly. The sixth computer should be working by early January. Director Maxwell will be updating all the computers to Windows 10.

The annual inspection of the library elevator has been completed. Otis will post the new certification when they come for monthly maintenance in January.

The library is now registered to use the EPC as part of the E-rate requirements.

Three Trees has completed the drainage system off the northeast section of the building.

The board will need to discuss Chapter 5 Technology. This is needed to fulfill the requirement for the Per Capita Grant.

Madison Geske has been hired to fill the vacant circulation position. She has completed her drug screening, and a background check request has been submitted to the state.

The annual staff holiday party was held at The Pines on December 19, 2015.

Director Maxwell has updated the library's website. There is now an "Employment" tab with a downloadable application. A tab has been added for OCLC. Only staff members can place holds for OCLC books, but a patron is now able to see if the material they wish is available at another library in the state. Google has rated the library website 8 out of 10.

PRESIDENT'S REPORT

There was no president's report.

COMMITTEE REPORTS

The Policy Committee presented to the board suggested changes to the Discipline Policy. Also presented were new policies for Safe Hiring and Screening, Reference and Background Checks, and a Library Drug and Alcohol Policy. The committee recommends that all the policies be approved by the board.

UNFINISHED BUSINESS

Motion by Gloria Gubbels to accept the changes to the Discipline Policy. Seconded by Theresa Lukach. Motion passed by voice vote.

Motion by Theresa Lukach to accept the purposed policy for Safe Hiring and Screening. Seconded by Spencer Lawrence. Motion passed by voice vote.

Motion by Spencer Lawrence to accept the purposed policy on Reference and Background Checks. Seconded by Gloria Gubbels. Motion passed by voice vote.

Motion by Gloria Gubbels to accept the purposed Library Drug and Alcohol Policy. Seconded by Spencer Lawrence. Motion passed by voice vote.

The board reviewed Chapter 5 Technology. Discussion occurred on ways to improve and expand the library's technology. It was suggested that next year's budget contain a line item for technology.

The Finance Committee has requested that Director Maxwell provide the committee with a monthly statement on the income from the library's various endowments and bequests.

NEW BUSINESS

Director Maxwell informed the board that the library's microfiche machines are of an age when parts may not be available if and when repairs are needed. The library is currently paying an annual maintenance fee of \$3,000 for the servicing of the two machines. Director Maxwell talked to vendors at the annual ILA Convention about what is available to replace the machines we have. One of the companies would like to meet with the board and give a 20 to 30 minutes presentation on possible replacements. The board instructed Director Maxwell to see if a presentation can be arranged for the January board meeting.

The board discussed the possibility of using City Manager Scot Wrighton as a mediator in any discussions of a gift from the Reuben G. Soderstrom Foundation and the Soderstrom Family Charitable Trust. Motion by Gloria Gubbels to use Scot Wrighton as mediator in discussions of a gift from the Reuben G. Soderstrom Foundation and the Soderstrom Family Charitable Trust to the library. Seconded by Spencer Lawrence. Motion passed by voice vote. The board will review what is acceptable to the library and present this information to Mr. Wrighton.

Motion by Ellen Park to grant Director Maxwell's request for vacation time on December 22, 23, 24, and 28 thru 31, 2015. Seconded by Spencer Lawrence. Motion passed by voice vote.

There being no other business, the meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Jane Wreith Farero
Board Secretary

