

# **Streator Public Library**

## **Board Minutes**

**December 18, 2018**

President Brian Kmetz called the December meeting of the Streator Public Library Board of Trustees to order at 6:00 p.m.

Present were board members Ed Brozak, Jane Farero, Gloria Guebbels, Brian Kmetz, Spencer Lawrence, Theresa Lukach, Ellen Park, Dave Reed, Gary Wheeler and Library Director Cynthia Maxwell.

### **Secretary's Report**

The board minutes of the November meeting were presented. Motion by Theresa Lukach to accept the minutes as presented. Seconded by Ellen Park. Motion passed by voice vote.

### **Financial Report**

The monthly treasurer's report was presented by Spencer Lawrence. Motion by Dave Reed to accept the report as written. Seconded by Gary Wheeler. Motion passed by voice vote.

Theresa Lukach reported on the Ender's Endowment. She noted that this investment has had a return of 10.95% this year.

Director Maxwell will be delivering the bond payment of \$39,000 on December 19, 2017.

### **Correspondence**

Director Maxwell reported that we received \$120 check in the mail as reimbursement for the money stolen from the front desk of the library.

## **Library Director's Report**

Friends of the Streator Public Library have agreed to donate 2 chairs for the upstairs reading room.

The vestibule ceiling light fixture and the LED bulbs are not connecting correctly. Director Maxwell will look into this further. The timer on the outside lights by the back door does not seem to be lighting at the right time. This will also be checked.

Director Maxwell has received resignations from long time employees Rose Negray and Alex Cole. She has accepted them with regret. Ashley Meiners has been hired.

The final figures for the Tax Levy were:

General Fund: \$142,776	SS Fund: \$11,733
IMRF: \$18,485	Accounting Fee: \$1,848
Liability Fund: \$15,334	Maintenance Fund: \$19,037
Total: \$209,213	

## **President's Report**

There was no President's report.

## **Committee Reports**

The Building and Grounds committee reported that the bicycle rack and parking lot area are on hold until spring.

## **Unfinished Business**

The meeting room renovation is pending until all costs have been finalized.

The children's room renovation is moving forward with estimates for shelves, shipping of the shelves, carpeting and labor, electrical and

furniture. Volunteers for moving and setting up the old shelves are lined up and Director Maxwell is working with the staff on strategies to move the books.

### **New Business**

Spencer Lawrence and the budget committee presented the 2018 budget for discussion.

President Kmetz appointed Gary Wheeler to the policy committee and Ed Brozak to the financial committee.

It was moved by Jane Farero and seconded by Dave Reed to allow Library Director Maxwell to adjust her vacation schedule to December 20, 2017 through January 4, 2018.

The board reviewed and updated the sexual harassment policy to include all guidelines suggested for public entities. Theresa Lukach made a motion to accept the updated policy. Seconded by Gloria Guebbels. The policy was accepted by voice vote.

### **Executive Session**

Spencer Lawrence made a motion to go into executive session. Seconded by Ed Brozak. It was approved by voice vote. The board entered executive session at 7:20 p.m. for the business of discussing personnel. The executive session ended at 7:55

### **New Business Con.**

Spencer Lawrence moved to give all employees of the Streator Public Library a 3% raise with the exception of the maintenance position. Seconded by Jane Farero. Motion passed by voice vote.

Spencer Lawrence moved to accept the SPL budge for 2018 as presented. Seconded by Ed Brozak. Approved by voice vote.

There being no further business, the meeting was adjourned at 8:00p.m.

Respectfully submitted,  
Ellen Park  
Substitute Board Secretary