

## STREATOR PUBLIC LIBRARY

Board Minutes  
February 21, 2017

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

Present were board members Jim Blalock, Ed Brozak, Jane Farero, Gloria Gubbels, Brian Kmetz, Theresa Lukach, Ellen Park and Dave Reed.

Board member Spencer Lawrence and Library Director Cynthia Maxwell were absent.

### GUESTS

Mayor Jimmie Lansford asked the board to sign another gift agreement for Dr. Carl Soderstrom as Dr. Soderstrom cannot find the copies sent him of the agreement signed last month.

John Mallaney, Director of Streator Unlimited, Stephanie Harcharik and Sherry Stephens were present to give the library board an update on the custodial work being done by their consumers.

### SECRETARY'S REPORT

Board Secretary Jane Farero presented the minutes of the January meeting. Motion by Dave Reed to accept the minutes as presented. Seconded by Ed Brozak. Motion passed by voice vote.

### FINANCIAL REPORTS

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

No bills were presented for payment.

Financial Committee member Theresa Lukach requested that a separate report on the gift and bequests account be included in the monthly board packet.

### CORRESPONDENCE

There was no correspondence presented.

### LIBRARY DIRECTOR'S REPORT

Ficek Electric has upgraded the security system. Monitoring software is now on two staff computers.

The book drop door has been repaired.

The Illinois Public Library Annual Report has been completed and will be submitted.

Two trustees will need to review the secretary's reports prior to submitting the IPLAR report.

Updated software makes it possible to add keyword and website filters. Director Maxwell has completed a review and put in place the necessary filters.

A new graph showing monthly library statistics has been developed by Director Maxwell. This will allow the board to see any changes which occur over an entire year.

### PRESIDENT'S REPORT

There was no report presented.

## COMMITTEE REPORTS

The Finance Committee would like to review the library's bond agreements with the three financial institutions holding the bonds for the addition. Theresa Lukach asked that each board member bring copies of the Debt Service Schedules to the March board meeting.

The Building and Grounds Committee would like to move forward and decide on the engraving to be placed on the gift from Schultz Monument Company. They will have additional information to present at the March meeting.

## UNFINISHED BUSINESS

Mayor Lansford informed the board that the architect should be contacting the board in the near future about the renovation of the second floor meeting room.

The group from Streator Unlimited informed the board about the work schedule implemented for the library. One person is working approximately four hours a day Monday through Friday. It may be necessary in the future to make some adjustments to that schedule once the group becomes more familiar with the daily tasks.

Discussion on the bond agreement was tabled until the March meeting. All board members are to bring their Debt Service Schedules as well as the listing of the library's saving and investment accounts to the meeting.

A review of certificates of deposits was tabled until the March meeting.

President Kmetz will check with the library's insurance carrier on liability insurance for the board of trustees.

## NEW BUSINESS

Motion by Ed Brozak to instruct the policy committee to develop a travel expense policy in keeping with the Local Government Travel Expense and Control Act that became effective on January 1, 2017. Seconded by Ellen Park. Motion passed by voice vote.

Any new information on the status of illegal downloads by unknown individuals was not available due to the absence of Library Director Cynthia Maxwell.

Dave Reed and Gloria Gubbels of the Building and Grounds Committee will have information and a possible recommendation on the engraving for the Schultz Monument Company's gift.

Motion by Theresa Lukach that a guest book be placed next to the Poundstone Flag. Seconded by Gloria Gubbels. Motion passed by voice vote.

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

Respectfully submitted,

Jane Wreith Farero  
Board Secretary