

STREATOR PUBLIC LIBRARY

Board Minutes
January 16, 2017

President Brian Kmetz called the January 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, Spencer Lawrence, Theresa Lukach, Ellen Park, and Dave Reed and Library Director Cynthia Maxwell.

GUESTS

Mayor Jimmie Lansford presented a gift agreement from Dr. Carl Soderstrom for refurbishing the second floor meeting.

SECRETARY'S REPORT

Secretary Jane Farero presented the minutes of the December meeting. Motion by Ellen Park to accept the minutes with one spelling correction. Seconded by Spencer Lawrence. Motion passed by voice vote.

FINANCIAL REPORTS

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

No major bills were presented for payment.

Financial Committee member Theresa Lukach requested that Director Maxwell supply the board a copy of the monthly bequests received.

CORRESPONDENCE

There was no correspondence presented.

LIBRARY DIRECTOR'S REPORT

Director Maxwell is updating the report on the library's certificate of deposits report and collecting necessary materials for the annual audit.

Staff members Vickie Lindsey and Melissa Badger are working extra hours to organize materials and clean up the basement.

A guest book to be placed near the Poundstone Flag has been ordered. Also a section has been added to the library's website featuring the flag. The section will request that visitors coming to the library to view the flag sign the guest book.

Director Maxwell has nearly completed the Illinois Public Library Annual Report which is due February 28, 2017.

Streator Public Library's certification has been filed with the state. This certification is required to be eligible for state grants.

Director Maxwell has received notification that the library's Per Capita Grant has been received.

Director Maxwell informed the board that full staff meetings are being held monthly, usually shortly after the monthly board meeting.

PRESIDENT'S REPORT

There was no president's report.

COMMITTEE REPORTS

Building and Grounds member Gloria Gubbels requested information on what the board wants engraved on the granite book being given the library by Schultz Monument Company. Until the board decides exactly how the gift will be used no decision can be made on what should be engraved on the stone.

UNFINISHED BUSINESS

Motion by Ellen Park to accept Dr. Carl Soderstrom's gift agreement for the refurbishing of the second floor meeting room. Seconded by Gloria Gubbels. Motion passed by voice vote.

Information on the outsourcing of the janitorial position was reviewed. Motion by Ellen Park to contract Streator Unlimited to supply janitorial services to the library on a 90 day trial period starting the final week in January. Seconded by Spencer Lawrence. Motion passed by voice vote.

EXECUTIVE SESSION

Motion by Ellen Park to move to executive session to discuss personnel. Seconded by Dave Reed. Motion passed by voice vote.

The board moved to executive session at 7:07 p.m.

The board returned to regular session at 7:28 p.m.

NEW BUSINESS

Motion by Spencer Lawrence to amend the Employee Handbook to be in compliance with the new law on how sick leave may be used by employees. Seconded by Theresa Lukach. Motion passed by voice vote.

Theresa Lukach of the Financial Committee asked board member to review the information she provided on our bond agreements with the three local lending institutions. Any action on reducing the amount owed on the bonds was tabled until the February meeting.

Director Maxwell and board treasurer Jim Blalock will update the library's certificates of deposit information to be sent to board members before the February meeting.

The library will be closed for President's Day on February 20th. In keeping with our bylaws, the February meeting will be held on Tuesday, February 21 at 6 p.m.

There being no other business, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Jane Wreith Farero
Board Secretary

