

## STREATOR PUBLIC LIBRARY

Board Minutes

July 19, 2016

Vice-president Dave Reed called the July meeting of the Streator Public Library Board of Trustees to order at 4:30 p.m.

Present were board members Ed Brozak, Jane Farero, Gloria Gubbels, Theresa Lukach, Ellen Park, and Dave Reed and Library Director Cynthia Maxwell.

Board members Jim Blalock, Brian Kmetz and Spencer Lawrence were absent.

### GUEST

Mayor Jimmie Lansford requested a meeting with the Gift Committee. The committee will contact Mayor Lansford to set a date.

### SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes of the June meeting. Motion by Ellen Park to accept the minutes as presented. Seconded by Gloria Gubbels. Motion passed by voice vote.

### FINANCIAL REPORT

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

No bills were presented for payment.

### CORRESPONDENCE

There was no correspondence presented.

### LIBRARY DIRECTOR'S REPORT

The back entry door's handicapped opener is not working properly. The door maker has been contacted since Director Maxwell has been unable to find anyone in the area who can make the repair.

The stuffed animals have been removed from the children's area. The library will be offering a variety of packets that children can use at the library.

Pictures will be available next month of the statuary being considered as a donation to the library.

Director Maxwell has completed FOIA officer training. Her certification is on file. Contact information has been posted on the library's website.

The annual workers' compensation audit has been completed and submitted.

All employees, with the exception of the page, now have name badges.

Employees are making regular security checks throughout the building. This is being done because the computer with the security screen is often used for other library business.

Director Maxwell requested vacation time from August 8 to August 12, 2016. The board approved the request.

### PRESIDENT'S REPORT

There was no president's report.

## COMMITTEE REPORTS

Theresa Lukach of the Building and Grounds Committee informed the board that she had just received the information on the trees and shrubs suggested for the landscaping project from Three Trees. She will look it over and meet with her committee to make a recommendation at the August board meeting.

Ellen Park of the Policy Committee reviewed the information on part-time employees' sick days and vacation benefits the committee is recommending.

## UNFINISHED BUSINESS

Motion by Ellen Park to accept the sick days and vacation benefits for part-time employees, recommended by the Policy Committee. Seconded by Gloria Gubbles. Motion passed by voice vote.

There was no new information presented on the meeting room renovation.

The Building and Grounds Committee will make suggestions on the landscaping project at the August meeting. Theresa Lukach will also look for other concrete contractors to get a price on the work being considered on the exterior basement steps.

The board will be looking into the possibility of outsourcing custodial services for the library. Each of the Building and Grounds Committee members will be contacting a business in the Streator area concerning costs for a variety of services. Information on such services will be presented at the August meeting.

## NEW BUSINESS

Motion by Theresa Lukach to accept the Employee's Handbook as presented by the Policy Committee. Seconded by Ellen Park. Motion passed by voice vote.

There being no other business, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Jane Wreith Farero  
Board Secretary

