

STREATOR PUBLIC LIBRARY

Board Minutes

July 21, 2015

Spencer Lawrence called the July meeting of the Streator Public Library Board of Trustees to order at 4:30 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 of the June board meeting. Motion by Ellen Park to accept the minutes as presented. Seconded by Jim Blalock. Motion passed by voice vote.

Secretary Jane Farero presented the minutes of the special board meeting on July 13, 2015. Motion by Theresa Lukach to accept the minutes as presented. Seconded by Gloria Gubbels. Motion passed by voice vote.

FINANCIAL REPORTS

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

No outstanding bills were presented for payment.

CORRESPONDENCE

No correspondence was presented.

LIBRARY DIRECTOR'S REPORT

The digital displays now contain information on the library's fall program.

The final report has been submitted for the Digital Divide Grant. All requirements were met.

The library will be offering Internet and Email Essentials courses this fall. Staff will provide tutoring assistance when requested.

IPLAR, the annual library report to the Illinois State Library, has been submitted.

Melvin Plumbing has shut down the boiler for the summer.

There was an increase in registration for the summer reading programs. Director Maxwell believes that her visits to the local schools are part of the reason for the increase in registration. She is now compiling the statistics from the summer program.

Melissa Badger has been hired to fill the library tech position. She will be training for the Barcoding test.

Director Maxwell is interviewing people for the library page position. She hopes to make a final decision on a replacement in the near future.

The new staff computer is installed and working well. The old staff computer has been moved to replace a broken public access computer.

New staff printers have been ordered. The cost is \$195 per printer.

The library has been receiving teen volunteer applications. Director Maxwell is working on a schedule with assigned tasks for each volunteer.

Mediacom had been to the library to change over the phone system. The library will need to look at integrating the phone system with the security system.

Director Maxwell reminded the board that she will be out of the library from August 4 to August 10.

PRESIDENT'S REPORT

There was no president's report.

COMMITTEE REPORTS

Theresa Lukach, of the Building and Grounds Committee, reported that she has received the following costs for some of the landscaping projects suggested by Three Trees: remove the curb in front of the library, \$400; bury tile, \$225; remove lava rock, \$375; Total \$1000. Action on the projects was tabled until the August meeting.

UNFINISHED BUSINESS

A special board meeting will be scheduled for next week to discuss the gift proposal for the meeting room project. The board secretary will notify board members of the day and time of the meeting.

EXECUTIVE SESSION

Motion by Theresa Lukach to move to executive session to discuss personnel. Seconded by Gloria Gubbels. Motion passed by voice vote.

The board moved to executive session at 5:38 p.m.

The board returned to regular session at 5:55 p.m.

NEW BUSINESS

Theresa Lukach suggested that all gifts and bequests be placed in a separate account. The finance committee will meet next week to develop a proposal for the August meeting.

Each board member was given a copy of the library's goals for 2015-2016.

The Adopt a Book Program is no longer in use. Any patron wishing to buy a book to donate to the library can obtain book suggestions from the staff.

Motion by Ellen Park to outsource lawn care for the months of August, September, and October, with the understanding that interior maintenance will be consistently be well done.

There being no other business, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Jane Wreith Farero