

## STREATOR PUBLIC LIBRARY

Board Minutes  
March 21, 2016

Vice president Dave Reed called the March meeting of the Streator Public Library Board of Trustees to order at 6 p.m.

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

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

Financial advisor Tim Armstrong reviewed the performance of the Endres Endowment Fund.

### SECRETARY'S REPORT

Secretary Jane Farero presented the minutes of the February meeting. Motion by Jane Hart to accept the minutes as presented. Seconded by Ellen Park. 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 Jane Hart. Motion passed by voice vote.

No bills were presented for payment.

### CORRESPONDENCE

There was no correspondence presented.

### LIBRARY DIRECTOR'S REPORT

Otis has repaired the elevator. A complaint has been filed with the company representative because they did not respond in a timely manner to the library's request for service.

Brian Maxwell is working on the north wall on the second floor. He has opened a 19 foot section of wall to repair some cracks above the baseboard heating unit. He is also preparing the floor in that room to be waxed.

E-rate suppliers will remain the same for the coming year.

A new non-fiction display area has been developed in the reference area.

Non-resident information for the Streator Public Library has been updated on the RAILS website.

The books in the reference area of the reading room have been weeded. Infrequently used books are being housed in the basement. The past issues of magazines have been placed on shelves. The long computer table has been pushed back closer to the wall. Oversized books are being catalogued and placed in the upper level non-fiction section.

Melissa Badger, Sarah Myers, and Director Maxwell all attended conferences this month. The attendees felt the meetings were a benefit to them and to the library.

The State of Illinois Library Survey has been completed and submitted to the state.

Research by Director Maxwell has indicated that public access to the library's wireless printing port could pose a security risk. Therefore, the library will not be granting public access at this time.

Director Maxwell has included a copy of the library's proposed budget for May 2016 through December 2016 in the trustees' monthly packets. Starting in 2017, the fiscal year will be from January 1 through December 31.

#### PRESIDENT'S REPORT

There was no report from the president.

#### COMMITTEE REPORTS

Board member Theresa Lukach reported on the library's bond payment schedules. The library may want to consider retiring one of the bonds in December. December 2016 is the earliest a bond can be retired. Ms. Lukach provided each board member with a schedule of payments on each of our bonds. Treasurer Jim Blalock will be able to inform the board which certificates of deposit will be maturing and will be available for repayment of our debt at the April meeting.

#### UNFINISHED BUSINESS

The board discussed and reviewed the terms for a possible gift to the library in keeping with the library's gift policy. This information will be forwarded to President Kmetz.

The board will review the library's CDs' maturity dates at the April meeting.

Motion by Ellen Park to replace the microfiche printer at a cost of \$8,500. Seconded by Gloria Gubbels. Motion passed by voice vote.

#### NEW BUSINESS

Director Maxwell included a copy of the proposed budget each board members in their monthly packet. The board will vote on the new budget at the April meeting.

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

Respectfully submitted,

Jane Wreith Farero  
Board Secretary