

STREATOR PUBLIC LIBRARY
Board Minutes
November 21, 2016

Vice-president Dave Reed called the November meeting of the Streator Public Library Board of Trustees to order at 6:00 p.m.

Present were board members Jim Blalock, Ed Brozak, Jane Farero, Spencer Lawrence, Theresa Lukkach, Ellen Park and Dave Reed and Library Director Cynthia Maxwell.

Board members Gloria Gubbels and Brian Kmetz were absent.

GUESTS

Mayor Jimmie Lansford informed the board that he had met with Dr. Carl Soderstrom in Peoria to discuss a monetary gift to the library for the renovation of the meeting room. The Meeting Room Committee will be contacted by Dr. Soderstrom's architect after Thanksgiving to set a meeting date to discuss the renovation project.

SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes of the September meeting. Motion by Theresa Lukkach to accept the minutes as presented. Seconded by Ed Brozak. Motion passed by voice vote.

Due to the lack of a quorum, the library board did not meet in October.

FINANCIAL REPORT

The monthly treasurer's report was presented. Motion by Ellen Park to accept the report as presented. Seconded by Jane Farero. Motion passed by voice vote.

Library Director Maxwell reminded the board that a bond payment of \$49,466.25 will be due in December. Motion by Ellen Park to approve a bond payment of \$49,466.25. Seconded by Ed Brozak. Motion passed by voice vote.

CORRESPONDENCE

There was no correspondence presented.

LIBRARY DIRECTOR'S REPORT

No more bats have been found in the library.

The boiler has been restarted for the season

Director Maxwell is in the process of developing a preliminary budget for 2017. She will be meeting with the Finance Committee to complete the 2017 budget to present at the December meeting.

The elevator has passed the annual inspection.

Director Maxwell will be contacting Ficek Electric about a malfunctioning sensor which is triggering the security alarm.

The annual fire inspection has been completed.

Over 800 books were given to children at the annual city wide Trick or Treat. Funding for the project was provided by the Friends of the Library.

The staff met for an in-service program on October 8, 2016. The monthly staff meeting was held following the program.

The library's router/modem has been replaced.
Director Maxwell will have completed the annual staff reviews by December.

PRESIDENT'S REPORT

There was no president's report.

COMMITTEE REPORTS

Theresa Lukach of the Building and Grounds Committee reported that J & M Cleaning Service will be doing two daily cleanings at the library. This will help the company develop a realistic cost quote for future custodial services.

Pictures of an "open book" Schultz Brothers Monument Company is willing to donate to the library for use somewhere on the grounds were shown to board members. The company will also cover the cost of any engraving for the project we choose.

City Engineer Jeremy Palm has drawn up specifications for the basement entrance.

EXECUTIVE SESSION

Motion by Theresa Lukach to move to executive session to discuss personnel issues.
Seconded by Jim Blalock. Motion passed by voice vote.

The board moved to executive session at 7:06 p.m.

The board returned to regular session at 7:35 p.m.

UNFINISHED BUSINESS

The meeting room committee will wait to hear from Dr. Soderstrom about a meeting with the architect on the renovation of the meeting room.

The Building and Grounds Committee will use the specifications for the basement entrance to obtain bids for spring work on the entrance.

Outsourcing of custodial service has been tabled until the December meeting.

NEW BUSINESS

The board reviewed the information of access standards as part of the requirement for the next Per Capita Grant.

Motion by Spencer Lawrence to grant Director Maxwell's request for vacation time, December 26, 2016 to December 30, 2016. Seconded by Ellen Park. Motion passed by voice vote.

Motion by Jim Blalock to allow staff members to aid in the clean-up of the basement as long as their total work time does not exceed 30 hours per week. Seconded by Ed Brozak. Motion passed by voice vote.

There being no other business, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Jane Wreith Farero
Board Secretary

