

STREATOR PUBLIC LIBRARY
Board Minutes
September 19, 2016

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

Present were board members Ed Brozak, Jane Farero, Gloria Gubbels, Spencer Lawrence, Theresa Lukach, Ellen Park, and Dave Reed and Library Director Cynthia Maxwell. Board members Jim Blalock and Brian Kmetz were absent.

GUESTS

Mayor Jimmie Lansford has emailed Dr. Carl Soderstrom concerning the renovation of the Meeting Room. Dr. Soderstrom will contact the mayor about the project soon.

SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes of the August meeting. Motion by Ed Brozak to accept the minutes as presented. Seconded by Ellen Park. 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 Spencer Lawrence. Motion passed by voice vote.

Theresa Lukach reported that the Endres Endowment has a balance of \$92,577.26.

At the annual inspection of the boiler, a backflow valve problem was detected and repaired. The bill for the repairs and inspection will be approximately \$1,000.

CORRESPONDENCE

Director Maxwell has been notified the library's E-rated request has been approved.

LIBRARY DIRECTOR'S REPORT

Public Works has removed three bats from the library within the last year. Director Maxwell contacted Bat Exclusion for an assessment on the removal and prevention of possible bat colonization in the library. The Director has not yet received an estimate for the cost of these services.

The annual fire inspection has been completed. The library needs to replace some batteries on the emergency lights, and the defibrillation device needs to be charged. There will be a retesting on October 8, 2016.

The kickoff of the fall programs at the library was September 10, 2016 with a well-attended local author meet and greet.

Staff member Sarah Myers will remain on staff until the end of the year. At the present time Director Maxwell is expanding Melissa Badger's and Vickie Lindsay's hours to compensate for being short one staff member.

Director Maxwell is planning an In-Service Day for October 8, 2016. The library will be closed on that day. Safety training for a "Live Shooter" and weather emergencies will be covered by the police department and the fire department.

PRESIDENT'S REPORT

There was no president report.

COMMITTEE REPORTS

Theresa Lukach presented information the Building and Grounds Committee reviewed on the library landscaping plan developed by Three Tress. The cost for the landscaping is \$1,527 for materials and labor. The committee is recommending the board approve the expenditure.

Ed Brozak had asked city engineer Jeremy Palm to develop a specification sheet for the basement entrance work. He has not received any information as of today's meeting.

EXECUTIVE SESSION

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

The board moved to executive session at 6:45 p.m.

The board returned to regular session at 7:02 p.m.

UNFINISHED BUSINESS

Motion by Spencer Lawrence to allow Mayor Lansford, at this time, to act as liaison between the board and Dr. Soderstrom and the architect. Seconded by Gloria Gubbels. Motion passed by voice vote.

Motion by Theresa Lukach to accept the recommendation of the Building and Grounds Committee on the landscaping proposal from Three Trees. Seconded by Spencer Lawrence. Motion passed by voice vote.

Action on repairs to the basement entrance was tabled until the library has the specification sheet from the city engineer.

Outsourcing of custodial services was tabled until the October meeting.

NEW BUSINESS

Director Maxwell has completed the tax levies request. Motion by Ellen Park to approve the tax levies request. Seconded by Gloria Gubbels. Motion passed by voice vote.

Bat Exclusions 'estimate for work on the library's bat problem is \$9,860. Director Maxwell will look for other companies who can provide service for the library's bat problem.

Motion by Ellen Park to grant Director Maxwell medical time off. Seconded by Theresa Lukach. Motion passed by voice vote.

The board urged Director Maxwell to remind staff of the importance of regularly circulating throughout the library. This is especially important in areas that are not adequately covered by the security cameras.

There being no other business, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Jane Wreith Farero
Board Secretary

