

## STREATOR PUBLIC LIBRARY

Board Minutes  
December 15, 2020

President David Reed called the December meeting of the Streator Public Library Board of Trustee to order at 4:30 p.m.

Present were board members Ed Brozak, Jane Farero, Gloria Gubbels, Spencer Lawrence, Theresa Lukach, Dave Reed and Gary Wheeler and Library Director Cynthia Maxwell. Board members Ellen Park and Ellen Vogel were absent.

### SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes of the November meeting. Motion by Gloria Gubbels to accept the report as presented. Seconded by Spencer Lawrence. 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 Spencer Lawrence. Motion passed by voice vote.

The Endres Endowment is valued at \$100,447.04.

No outstanding bills were presented for payment.

### CORRESPONDENCE

There was no correspondence presented.

### LIBRARY DIRECTOR'S REPORT

A Back-to-Books Grant for \$3,000 was awarded to the Streator Public Library and will be administered beginning January 2021.

Only curbside services is in place at this time at the library.

On November 11, 2020 the staff participated in training on Procedures, Documentation, and Reporting.

The staff is implementing procedures for patrons to begin virtual browsing material available to check out. These procedures are being implemented this month.

A Winter Reading Program is a new event developed this year.

### PRESIDENT'S REPORT

President Reed had received information from Elizabeth at Parma Restoration on a grant the library may qualify for to help cover the cost of the cleaning and repair of the murals below the dome. The due date for the grant is January 26, 2021. Director Maxwell has been directed by the board to review the requirements of the grant as soon as possible.

### COMMITTEE REPORTS

The Building and Grounds Committee is concerned about who will be responsible for the snow removal at the library this winter. Director Maxwell informed the board that Tech Service staff member Nicolas Moreno is willing to be responsible for any snow removal needed.

No report was presented from the Finance Committee.

No report was presented by the Fund Raising Committee.

## UNFINISHED BUSINESS

TomKat has informed Library Director Maxwell that they will check the roof and make temporary roof repairs at this time. The new shingles and repairs cannot be done at this time due to unfavorable weather conditions.

Director Maxwell has no new information from architect Natalie Clemens on the status of the meeting room restoration.

Questions about the 2021 budget were addressed. Motion by Theresa Lukach to accept the proposed budget for 2021. Seconded by Gloria Gubbels. Motion passed by voice vote.

## EXECUTIVE SESSION

Motion by Spencer Lawrence to move to executive session to discuss staff evaluations. Seconded by Ed Brozak. Motion passed by voice vote.

The board moved to executive session at 5:08 p.m.

The board returned to regular session at 5:35 p.m.

## NEW BUSINESS

Motion by Ed Brozak to increase staff wages by \$1.00 per hour beginning January 1, 2021. Seconded by Spencer Lawrence. Motion passed by voice vote.

Motion by Spencer Lawrence to authorize a 2.5% raise for Director Maxwell beginning January 1, 2021. Seconded by Ed Brozak. Motion passed by voice vote.

Motion by Gary Wheeler to authorize up to \$1,000 to replace the library director's office computer and printer. Seconded by Spencer Lawrence. Motion passed by voice vote.

There being no other business, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Jane Wreith Farero  
Board Secretary