

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

**Date:** January 17, 2016

**Time:** 4:30 p.m.

**Location:** Decatur Public Library Board Room

**In Attendance:** John Phillips (President)

Gregg Zientara

Mark Sorensen

Jennifer Sykes

Aaron Largent

Donna Williams

Dr. Priscilla Palmer

Michael Sexton

**Staff:** Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

**Absent:**

**Guests:** Mayor Julie Moore-Wolfe, Wendy Morthland (City of Decatur Attorney), Allison Petty (Herald and Review) and Julie Pangrac (Project Read)

**Call to order**

Mr. Phillips called the meeting to order at 4:30 p.m.

**Agenda**

Motion to approve the agenda with the suggested amendments by Mr. Sorensen, seconded by Dr. Palmer, unanimously approved

**Minutes**

Motion to approve the minutes with suggested changes by Mr. Sorensen, seconded by Mr. Largent, unanimously approved

**Communications from the Public**

Mr. Phillips acknowledged Mayor Moore-Wolfe and City staff that attended the meeting. Mayor Moore-Wolfe acknowledged the Board of Trustees, thanking them for their hard work. She said the City was looking into the details of the proposed agreement with the Library. She thanked Mr. Phillips and Mr.

Edwards for giving a tour to parties interested in the library's vacant space. Mr. Phillips gave some more information about the tours of the library's vacant space.

He asked if there were any questions for the Mayor. Mayor Moore-Wolfe stated she was hopefully that the new board member would be selected and ready for the next library Board of Trustees meeting.

### **City librarian's report**

Mr. Meyer said the building has been a little colder due to the drop in temperatures and the issues with the HVAC. He said they were currently working with a company to discover the scope of the project at hand. He said that they hoped to be finished with their study and ready to proceed by the end of January. He stated that there was also some separate chiller work being done by Hunzeker. He said that currently there is little control over the temperature. He informed the board that the total circulation of materials was down, with the exception of the circulation of the Children's materials, which has the best Easy Reader circulation in the past 12 years. He stated that a great deal of the increase in the Easy Reader circulation could be contributed to the Readilicious program. He stated that there were currently new volunteers helping in the Local History room. There was discussion about internships and attracting students to help in Local History. Mr. Sorensen asked that last names be included in the City Librarian's report.

### **Friends of the Decatur Public Library**

Mr. Sorensen said the Friends had met in January. He said that there were four new members. He said there were questions about the City's acquisition of the building. There was discussion by the Board about the fundraising performed by the Friends and how the Friends group perceives the building acquisition by the City. Mr. Largent stated that it should be explained that the acquisition was not a "take over". There was discussion about the use of Friends funds. Mr. Sorensen stated that the Friends had recently approved funding of two library programs, Coloring Night and the Free Income Tax Service. Mr. Largent asked if the Friends only responded to requests for programming or suggested programming. Mr. Sexton said there should be no fear of Friends group being forced to move out of the building. Mr. Phillips added that the Friends of the Library would be staying in the building. There was discussion about relocation plans for the Friends in the past and the possible costs involved. Mr. Zientara said he thought that according to previous conversations they would be willing to relocate as long as the space was the same amount. Mr. Phillips discussed the space needed for the Friends and Project Read and the options discussed in the past. Mr. Meyer informed the board that the Friends are a 501c3 organization, but they also depend on a lot of in-kind from the library staff.

### **Foundation**

Mr. Phillips stated the Foundation board met on Monday, January 25, 2015. He informed the Board that Mrs. Zindel-McWilliams was now the new President. Mr. Phillips said at the meeting, the Foundation approved the funds to pay for the correction of the automatic door opener problem in Local History.

### **Personnel, Policy and Public Relations**

Mr. Sorensen stated that the Personnel, Policy and Public Relations committee had met during the month and reviewed the Management Policy and made some more changes. There was discussion by the board about changes. Mr. Meyer stated that some changes were made to the policies with management staff that would be revisited when the AFSCME contract is renegotiated in 2017. He said they will be adding a 2-tier system, so that individuals hired at a later date would be affected by the changes in vacation day allotments. Mr. Largent asked if the policy could be adjusted later if it was needed. Mr. Meyer stated that the policy could be adjusted anytime the board deems fit. Mr. Largent asked if current employees would be affected. Mr. Meyer said the current staff would not be affected. Motion by Mr. Sorensen to adopt the revised Management Policy with the technical changes, seconded by Dr. Palmer, unanimously approved

### **Finance and Properties**

Mrs. Sykes stated that the Finance and Properties committee had met in December. She stated that if there were no questions about the check register, it could be voted on. Motion to accept the check register by Mr. Largent, seconded by Dr. Palmer, unanimously approved

### **Budget Report**

Mr. Meyer stated that the good news was that the library had finished the 2015 year with a surplus of approximately \$32,000.00. Mr. Phillips said he thought Mr. Meyer should receive a great deal of the credit for watching the budget and having a staff that responded to his management. Mr. Meyer said that a great deal of the credit could be given to the decisions made by the board before his arrival and the staff. Mr. Zientara asked about the status of the present maintenance staff. Mr. Meyer gave an overview of the present status of the remaining maintenance staff. He said there had been one resignation and one retirement over the last year.

### **Library/City Lease Agreement**

Mr. Phillips stated that there was nothing new to report at this time

### **Illinois Heartland Library System (IHLS)**

Mr. Meyer reported that IHLS was struggling because of the State budget issues. He said some services are being consolidated and IHLS was looking at other options.

### **New Business**

Mr. Meyer stated that the meeting dates for 2016 were included in the packets for the Board to vote on.

Motion to approve the 2016 dates for the Board and committee meetings by Dr. Palmer, seconded by Mr. Sorensen, unanimously approved

## **Serving Our Public: Standards for Illinois Public Libraries**

Mr. Meyer discussed Chapter 11. He stated that the library was doing fine in the area discussed in Chapter 11. He said the library had recently received funds from the PNG project. He discussed the shared database used by the Illinois Heartland Libraries.

### **Public Comments**

Julie Pangrac-Project Read

### **Closed Session**

Motion to go to closed session at 5:40 p.m. to discuss the employment status of City Librarian, pursuant to Section 5 ILCS 120 § 2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity by Dr. Palmer, seconded by Mrs. Sykes, unanimously approved

Motion to exit closed session at 5:53 p.m. by Dr. Palmer, seconded by Mr. Sorensen, unanimously approved

Mr. Phillips summarized the closed session. He said the Board had discussed Mr. Meyer's interest in the Champaign Public Library position and his status at the Decatur Public Library. He said that since there was no further announcements from the Champaign Public Library about the candidates there was nothing to discuss.

### **Meeting Adjourned**

Motion to adjourn by Dr. Palmer at 5:57 p.m., seconded by Mr. Largent, unanimously approved

Scribe,

Robert L. Edwards  
Assistant City Librarian

Approved 2/18/2016