

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: March 17, 2016

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)

Gregg Zientara

Mark Sorensen

Aaron Largent

Paula Heinkel

Dr. Priscilla Palmer

Donna Williams,

Jennifer Sykes

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Absent: Michael Sexton

Guests:

Communications from the Public

Call to order

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

Agenda

Motion to approve the agenda by Mr. Largent, seconded by Mr. Sorensen, unanimously approved

Minutes

Motion to approve minutes of previous meeting with stated changes (Mrs. Heinkel will be a member of the Personnel, Policy and Public Relations committee and not the Finance and Properties) by Mr. Largent, seconded by Mr. Sorensen, unanimously approved

City Librarian's Report

Mr. Meyer informed the committee about Lincoln Library, Springfield visit to tour operations. He said that overall circulation was up slightly, but the circulation of children's materials was up approximately 18%. Mr. Zientara asked what has changed since last year to cause the boost. Mr. Meyer said there could be a number of factors, including that the statistics were starting to level out. He mentioned performances by Readiculous at Decatur Christian, the online yearbooks, the development of the e-pay component, the work on the library website, the favorable attendance in the adult coloring night program and the notable work being done on library displays by Library Assistant, Alix Frazier. Mr. Meyer said that all the annual reports were completed. He stated that overall circulation was down but the financials were strong. He said the numbers compiled were the same numbers presented to the board every month. There was discussion about the future annual reports and the processes involved.

Friends of the Decatur Public Library

Mr. Sorensen discussed the information sent out to the board of trustees. He discussed past fundraisers and possible uses for Friends funds for future library programming

Foundation

Mr. Sorensen said the last Foundation board meeting was in January 2016. He said the new president was Teena Zindel-McWilliams and the next Foundation board meeting was scheduled for April 2016. The exact date had not been set yet. He stated that the board annually presents a list of candidates for new board of trustee members to the mayor. He said that several of the individuals not chosen in the past have joined other groups or committees to continue to support the library. Mr. Phillips added that while they were on the topic, he would like for the members to consider suggestions for future board members and members for the nominating committee.

Personnel, Policy and Public Relations

Test Proctoring policy

Mr. Sorensen said the next item up was the policy for proctoring. Mr. Meyer gave an overview of current proctoring practices and the need for the proctoring services.

Motion to approve the Test Proctoring policy by Mr. Sorensen, seconded by Mrs. Heinkel, unanimously approved

Per Diem for City Librarian

Mr. Sorensen discussed the suggested changes for the policy and Mr. Meyer's pending trip to the annual Public Library Association (PLA) meeting in Denver, Co. Mr. Meyer discussed his investigation of cost comparisons and prior conversation with the Finance and Properties committee. He said he had also viewed the City's policy. There was discussion about approving a certain amount for Mr. Meyer's immediate trip and then reviewing the entire policy later.

Motion by Mr. Sorensen to approve the conference costs, site parking costs, hotel costs and a \$64.00 per diem for Mr. Meyer's trip to PLA, seconded by Mr. Largent, unanimously approved

Finance and Properties

Mr. Phillips discussed some of the items discussed in the Finance and Properties committee. Motion to approve the January and February check register by Mrs. Sykes, seconded by Dr. Palmer, unanimously approved

Budget Report

Mr. Meyer stated that the printing and binding costs were up slightly because the library had to order new library cards. Mr. Largent asked about the professional services line expenses. Mr. Meyer said that at this point the costs were primarily attorney fees. He said that 2 months of data doesn't tell a lot, but he is comfortable with where the library is financially. Mr. Zientara stated that the looking back from where the library was 3 years ago and where they have come, he felt Mr. Phillips and the board members, Mr. Meyer, Mr. Edwards and staff should be commended for the job that they have done. He stated that 3 years ago, the library was running out of cash before the end of the year, but now they are in a good position.

Discussion of Building Status

Mr. Phillips stated that he would like to acknowledge that there was truth to Mr. Sexton's previous statements about the expediency of allowing the attorneys to get together and work on the agreement. He said the attorneys from both sides had made great progress. He discussed the drafts created and the meetings by both groups to discuss the revisions. He stated that they had received the last revision on 3/16/2016 for review for the 3/17/2016 meeting. He said he thought the City and Library could come up with a favorable agreement. He said the City Council will review the agreement, after which a final set of documents would be presented to the Board for approval and then to the City Council. He said that after the approval, Director Meyer would be meeting with the City representative to discuss the implementation of maintenance. He discussed the possibility of a public informational meeting and a special meeting being scheduled at the end of the month. Mr. Zientara asked if the documents should be sent to the Finance and Properties committee. Mr. Phillips stated that he would like copies sent to the entire board. Mr. Largent stated that he would like a red-lined copy of the document with the changes. Mr. Phillips stated that he would get him a copy. There was discussion about the time for a public meeting.

Illinois Heartland Library System (IHLS)

Mr. Meyer stated that the IHLS had been struggling and consequently had to dip into their reserves. He stated that the State has assured the consortia that delivery services and the shared database would be protected. He reported that Mr. Phillips is currently in the IHLS election as a potential candidate for the IHLS board. He said that IHLS is currently the largest system in the United States.

Serving Our Public: Standards for Illinois Public Libraries

Chapter 12: Safety

Mr. Meyer stated that the library did very well with most of the items listed in the safety. He said that there was some information that the library needed to update. He said that in recent emergencies the Library had responded well.

New Business

Mr. Zientara stated that it would be nice to get past the present processes so they can decide what they should be thinking about next. He thought that maybe the next item is a long-term strategic plan. Mr. Meyer stated that revising the current plan is on the agenda for this year. He said that there are currently approximately seven projects started or in the works.

Public Comments

Meeting Adjourned

Motion to adjourn by Mr. Largent at 5:50 p.m., seconded by Mrs. Sykes, unanimously approved

Scribe,

Robert L. Edwards
Assistant City Librarian

Approved 4/21/2016