

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: September 15, 2016

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)

Aaron Largent

Paula Heinkel

Keyria Rodgers

Donna Williams,

Jennifer Sykes

Michael Sexton

Gregg Zientara

Mark Sorensen

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Absent:

Guests:

Communications from the Public

DCC Marketing presented a presentation for marketing changes in the library's brand, specifically the logo. They presented options for new logos and icons. There was discussion by the Board about the presentation. Mr. Meyer said he thought the library could have a primarily logo for the majority of the library branding and a secondary logo for other occasions. Mr. Phillips stated that he liked that idea. There were there was more discussion about the logos and the Board's preference. Mr. Meyer said the Board's preference was the same as the Division Heads.

Agenda

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

Minutes

Motion to approve August 2016 minutes by Mr. Sorensen with corrections, seconded by Mrs. Sykes, unanimously approved

City Librarian's report– Rick Meyer

Director Meyer reported on the circulation usage. He announced that foot traffic was down, but the circulation was up. He reported that three new circulation pages had been added to the staff. He said Children's circulation was also down, but the programming was slightly up. The computer usage was down but the Wi-Fi stats were up. He's mentioned that the assists were up with Adult Services and Gale courses were also up.

Mr. Meyer discussed the strategic planning meetings with the specific planning groups. He reported that there had been a press conference on August 23, about library services. He talked about the support from various individuals. Mr. Meyer spoke about the e-resources that the library would make accessible to public. He said there had been a brief meeting with the AFSCME representatives, which was initially about adding an online call service that would assist in answering phone calls. He said they had also discussed possible contract matters that might come up later. Mr. Meyer said the maintenance group had started clearing out the lease space area. He mentioned that the items of value had been separated from the other items that were being tossed into the dumpster.

Friends of the Library

Mr. Meyer reported that Friends of the library had a brief meeting of the friends of the library. He talked about the library book sale which grossed approximately \$21,000 for the Friends of the Library.

Foundation

Mr. Sorensen stated that the Foundation had met and voted no to funding the strategic plan. Mrs. Sorensen's reported that the Foundation Board voted to fund the Decatur Legacy membership at the cost of \$200. There was discussion about the Foundation funding the RFID. He said they voted to fund \$200,000, if the board approved the project. He said the Foundation also wanted the Board to go forward with the plan to negotiate a better deal. The Foundation would replace the library funds used to make payments as the funding became available. He reported that there had been some disagreement among the group about going to the public with some funding requests, if there were public concerns about the library building. Mr. Zientara said to date; the City had spent approximately \$110,000 on building issues since purchasing the library building. There was discussion about parking lot. Mr. Zientara said the parking lot would be addressed at a later date and there would be a maintenance report from the Civic Center in the near future, that would summarize the work done and costs. Mr. Phillips stated that the relationship with the Civic Center has been good. Mr. Meyer agreed that the relationship had been good and there had only been a few hiccups, but basically everything is going good. There was discussion about the transition. Mr. Meyer talked about the different vendors and the vendor specifics for the RFID. Mr. Meyer discussed the benefits of the RFID system being implemented. Mr. Phillips discussed the financial commitment efforts from the Foundation and the Board, including the Foundation's thoughts about a capital campaign. He said the next step would be fundraising. There was discussion about the expenses of the project and the timeline. Mr. Zientara asked Mr. Meyer if staff was going to be deployed in other areas. Mr. Meyer answered, that would be the case and that there were some things that could be addressed. Mr. Phillips stated that the committee had also asked Mr. Largent to join in the process of the negotiations because of his experience. Motion by Mr. Sexton to move forward with both pieces of the project to proceed with the \$365,000 price, with \$200,000 to be paid for initially by the Foundation with more funding to come from the Foundation later to pay the entire cost, seconded by Mrs. Williams, unanimously approved

Personnel, Policy & Public Relations Committee

Strategic Planning and Collection Development Policy

Mr. Sorensen stated that the Collection Development policy and the strategic planning options had been presented and tabled at the committee meeting. He reported that the Foundation Board had voted not to fund the strategic plan. Mr. Phillips asked if the Library Board was willing to pay the cost out of the library's budget. Mr. Meyer reported that the company is willing to spread the payments. There was discussion about the budget and negotiating the contract. Mr. Zientara asked what the next step would be for the Board in the process. Mr. Meyer said he would contact the representatives to find out the next step. Motion by Mr. Zientara to approve permission for Mr. Meyer to enter into negotiations for the strategic planning contract with the vendor Library Strategies, seconded by Mr. Largent, unanimously approved

Finance and Properties Committee

Check Register

Mrs. Sykes reviewed the check register. Mr. Meyer said he was still investigating one of the costs on the check register. Motion to approve the check register by Mr. Zientara, seconded by Ms. Rodgers, Paula Heinkel-Yes, Donna Williams-Yes, Jennifer Sykes-Yes, Michael Sexton-Yes, Mark Sorensen- Yes, John Phillips-Yes

Budget Report/2017 Budget

Mr. Meyer said the budget expenditures were at about 63% of the budget. He discussed the 2017 budget projection with fines included and without fines included. He said City fixed allocations were better than expected. There was discussion about eliminating and fees and fines for library patrons.

Mrs. Heinkel gave her thoughts on fines and fees. Mr. Sexton asked if they could try a one-time fine forgiveness. Mr. Meyer answered that fine amnesty had been done in the past. There was more discussion on fines and fees. Motion to approve column 1 of the 2017 budget by Mrs. Heinkel, seconded by Mrs. Sykes, Gregg Zientara-Yes, Keyria Rodgers-Yes, Donna Williams-Yes, Michael Sexton-Yes, Mark Sorensen- Yes, John Phillips-Yes

Illinois Heartland Library System (IHLS)

Mr. Phillips reported that the Illinois Heartland Library System Board had met by means of telecommunication. He said that there had been some technical difficulties the video conferencing equipment that effected the scheduled meetings. He said there was not a lot to report.

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Chapter 6: Access

Mr. Meyer asked if there were questions about the handouts. Mr. Meyer discussed access goals and the guidelines.

Public Comments

None

Adjournment

Motion to adjourn by Mr. Sorensen at 6:07 p.m., seconded by Mr. Sexton, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 10/20/2016