



## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

#### Board Members

##### **President:**

Mark Sorensen

##### **Members:**

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Date: Feb 15, 2018**

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

**Location: Decatur Public Library Board Room**

**Present:** Mark Sorensen (President)

John Phillips

Librarian

Donna Williams

Samantha Carroll

Gregg Zientara

Aaron Largent

Dr. Ngozi Onuora

Michael Sexton

**Absent:** Louise Greene

**Staff:** Rick Meyer, City Librarian

Robert Edwards, Asst. City

#### **Guests:**

#### **Call to Order:**

Mr. Sorensen called the meeting to order at 4:31 pm

#### **Agenda**

Motion to approve the agenda with the changes by Mr. Largent, seconded by Mr. Sexton, unanimously approved

#### **Minutes**

Motion to approve minutes with changes by Dr. Onuora, seconded by Mr. Sexton, unanimously approved

## **Communications from the Public**

None

### **City Librarian's report– Director Rick Meyer**

Mr. Meyer highlighted the previous month's library operations. Mr. Meyer reported on the circulation numbers and other library statistics. He said 35% of the items checked out throughout were at the self-check machines. He commented on the great efforts by the cataloging department and their supervisor Carol Ziese to eliminate cataloging backlogs. He reported that the children's circulation numbers were up. Mr. Phillips asked about the lighted open sign in Local History. Mr. Meyer discussed the history of acquiring the sign, that was recommended by a past volunteer. There was discussion. Mr. Zientara asked about the origin of the circulation statistics. Mr. Meyer informed him that the library's ILS system helped in collecting the statistics.

## **Reports of committees**

### **Personnel, Policy & Public Relations Committee- Aaron Largent**

#### Circulation Policy

Mr. Largent stated that the committee had met and discussed policies. He said they'd reviewed the Circulation policy and discussed the removal of fines. Mr. Meyer said they'd also reviewed the marketing plan. He said Jones and Thomas would be attending the next Personnel, Policy and Public Relations committee meeting to present their marketing plan proposal.

### **Friends of the Library- Samantha Carroll**

Mrs. Carroll reported that the Friends of Library (FOL) had agreed to support the program requests that had been submitted at the meeting. She said that some of the members had attended a potluck at FOL member Dick Virgin's house. She reported that requests for support from Project Read, Katie's Krafts and Baby Talk had been approved. She said about 45 people had shown up for the Books Between Bites program. There was discussion by the board about past support from the Friends of the Library. Mr. Sorensen said that without the Friends of the Library's support some of the programs would not be as good as they are.

### **Foundation**

Mr. Meyer reported that there had been no meeting.

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

No report

### **Finance and Properties Committee–John Phillips**

#### Approval of February 2018 Check Register

Mr. Phillips reported that the December check register was available for review. Motion by Mr. Phillips to approve check register, seconded by Mr. Largent, unanimously approved

### 2018 Budget Review

Mr. Meyer reported that some of the budget numbers were different since the last meeting. Mr. Sorensen asked if there had been any news on the Per Capita grant. Mr. Meyer answered that the library had not yet received the grant funds. He reported that he and Mr. Largent had attended a legislative breakfast hoping to hear some news about the grant, but the subject of the Per Capita hadn't come up. He discussed some of the information that he had learned about the State issuing Per Capita funds. Mr. Phillips stated that he had read that the City would be running a budget that would be in the red. Mr. Zientara spoke on some probable scenarios that the City might consider including some funding cuts. Mr. Meyer spoke briefly on State statutes and library funding. There was discussion. Mr. Zientara discussed some of the City's thoughts for contingency plans.

### **New Business**

Mr. Sorensen said that there have been complaints about the parking lot. He said that the City Manager hadn't responded to his email yet. There was discussion about the City timeline in attending to the Annex and parking lot.

## **SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

### **Chapter 7: Collection Management and Resource Sharing**

Mr. Meyer discussed the library's resource sharing efforts. He said the library was implementing newer technology to assist in collection development.

### **Public Comments**

None

### **Adjournment**

Motion to adjourn by Mr. Largent at 5:05 p.m., seconded by Mrs. Carroll, unanimously approved

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved March 15, 2018