



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: October 18, 2018

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Mark Sorensen (President)

John Phillips

Donna Williams

Gregg Zientara

Aaron Largent

Dr. Ngozi Onuora

Samantha Carroll

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Absent: Michael Sexton, Louise Greene

Guests:

Call to Order:

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

Agenda

The agenda was unanimously approved

Minutes- September 20, 2018

Motion to approve minutes by Mr. Zientara, seconded by Mr. Largent, unanimously approved

Communications from the Public

None

City Librarian's report

Mr. Meyer summarized the City Librarian's report. He said that he was still reviewing policies. He said database usage was up, but the circulation of materials overall was slightly down. He reported that he had attended Member Day at SHARE. He said there was a good turnout. He said programing and foot traffic were both up. He reported that Becky Damptz had been recertified as an archivist. He said the books withdrawn by Technical Services go to the Friends of the Library book sale.

Reports of committees

Personnel, Policy & Public Relations Committee- Aaron Largent

Mr. Largent reported that there were policies discussed at the Personnel, Policy & Public Relations Committee meeting.

Collection Development Policy

Mr. Largent informed the board that the policy had been through two reviews and revisions. He moved that the policy be adopted as it stood. Mr. Zientara asked if the presented policy was a tweak of what was presented before. Mr. Meyer said that it was a little more than a tweak. Mr. Meyer discussed the new changes to the policy Motion to approve by Mr. Largent seconded by Mr. Zientara, unanimously approved.

Website Update

Mr. Meyer reported on the website design. He said it's been slower than expected. There was discussion about the process and timeline. Mr. Zientara asked who would be in charge of the upkeep. Mr. Meyer said that Matt Wilkerson would be the primary person, but other staff would be involved.

Job Descriptions

Mr. Sorensen said there were two job descriptions being presented for review. Mr. Largent said Mr. Meyer would be going through all the job descriptions at some point. The two in the packets would probably be the first job descriptions posted. Mr. Meyer said the Librarian and Library Asst. job description position were being reviewed. He discussed some of the changes in the job descriptions and options for moving forward. There was discussion about a timeline to obtain a degree. He said that the Librarian Assistant would have to be negotiated and approved by the Civil Service committee. Motion to approved job descriptions. Motion to approve the job descriptions by Mr. Largent, seconded by Mrs. Williams, unanimously approved

Management Salary Scales

Mr. Largent stated that the committee had asked Mr. Meyer to come back with more information about other scales and standards from other libraries. Mr. Meyer said he would like to simplify the current salary scale. Mr. Largent said there should something to decide on at a future board meeting. Mr. Phillips asked Mr. Zientara if there was something similar with the City. Mr. Zientara stated that there was. He said that there are multiple levels in the City's salary scale. There was discussion about the public perception of the salaries.

Other

Friends of the Library- Samantha Carroll

Mrs. Carroll reported that 41 people had attended Books between Bites, approximately \$16,442 had been raised for the Labor Day book sale, and currently there were 316 members. She said the Friends of Library had funded the Paw Prints program and the upcoming poet Andrea Gibson program. Mr. Phillips asked about the plans for artwork that had previously been discussed for the exterior of the library. Mr. Sorenson said Mr. Jerry Johnson had informed him that there is a process that will be started in 2019 that the library could be included in.

Foundation

Mr. Sorensen reported that there had been no meeting.

Mr. Largent suggested possibly matching donations from the foundation such as the Bill and Linda Gates foundation for the library. There was discussion about the timeline for getting the letters out. Mr. Meyer said they should be able to get letters out for 2018.

Illinois Heartland Library System (IHLS)

No report

Finance and Properties Committee–John Phillips

Check Register

Mr. Phillips said the Finance and Properties committee didn't meet but the check register has to be approved. Motion to approve the check register by Mr. Phillips, seconded by Mr. Zientara, unanimously approved

Budget Review

Mr. Phillips said Mr. Meyer had placed budget spreadsheets in the board packets for the board members to review. Mr. Meyer said the current budget showed that the library is in good fiscal shape for the remainder of 2018.

Mr. Meyer said that he thought that there should be discussion at some point about moving some of the capital funds. Mr. Largent asked if there was enough overage to keep the library from relying on the City during the gap before the collection of taxes. Mr. Meyer replied yes. Mr. Zientara stated that there had recently been some discussion by the some of the City Council members about getting tenants for the vacant space in the library.

Other

SHARE Executive Committee

Mr. Meyer said he had attended to Share Executive Committee meeting. He reported that he had also attended the Member Day gathering and thought it was successful.

Old Business

Parking Lot/Annex

Mr. Meyer discussed the progress of the Annex construction project and the temporary parking allotted. Mr. Zientara talked about the City's plans for parking and signage. He talked about the City's strategy to provide parking during the demolition. Mr. Meyer said that before the

demolition could get started, Ameren would have to finish their work. Mr. Zientara stated that the fencing surrounding the demolition area would go up before the demolition started.

Mr. Sorenson said the he, Mr. Zientara, Director Meyer other representatives from the City and library staff had attended a meeting with Massie Massie & Associates for the purpose of brainstorming a design for the parking lot after the demolition.

Mr. Meyer discussed current plans to merge the supervision of adult and children's services by promoting Mrs. Alissa Henkel to function as the manager overseeing both areas. He said the collaboration and benefits of staff in both areas was already beginning to become apparent.

New Business

Space Plan Proposal

Mr. Meyer spoke about his efforts to find a space planner. He said that after giving consideration to an individual whose work that he was familiar with, he had contacted the Product – Architecture + Design company. He presented an online presentation of projects that the company had completed. The board members discussed the various project designs. Mr. Phillips asked if perhaps if offering a larger contract would free the company of some design restraints. He said he would like to see the library become a centerpiece of the downtown area. The board had several positive comments on the designs that they saw. Mr. Largent asked if the presentation was just informational to let the board know the direction he was leaning. Mr. Meyer said that he had budgeted for a space planner, but he wanted to consult with the board since the cost would be over \$10,000.00. Mr. Zientara asked how the library would pay for it. Mr. Phillips said that they had been looking for an exciting project to get the Foundation involved, maybe this was the project. Mr. Sorensen said that he would like to see a plan approved and ready for the City Manager, the City Council and Mayor Moore-Wolfe to view. Mr. Meyer said that the project, if selected would be completed in phases.

Motion to adopt the space plan proposal with Product-Architecture + Design for up to \$20,000 by Mr. Phillips, seconded by Mrs. Carroll, unanimously approved

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 2: Governance and Administration

Tabled

Public Comments

None

Adjournment

Motion to adjourn by Mrs. Carroll, seconded by Mr. Zientara, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approval 11/15/2018