

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy and Public Relations

Board Members

President:

Mark Sorensen

Members:

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Minutes

Date: October 4, 2018

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Mark Sorensen

Aaron Largent (Chair)

Dr. Ngozi Onuora

Staff: Rick Meyer, City Librarian

Absent: Michael Sexton, Louise Greene

Guests:

Call to order – Aaron Largent

Meeting called order by Mr. Largent at 4:30 pm

Approval of agenda

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

Minutes-Minutes of September 6, 2018 meeting

Minutes for July 2018 not on agenda, tabled for next meeting

Motion to approve the minutes as presented by Mr. Sorensen, seconded by Mr. Sexton unanimously approved

Communication from the Public

Old Business

Annex Demo/Parking Lot

Mr. Meyer said that he, Mr. Sorensen, Matt Newell, Gregg Zientara and Robert Edwards had met with the Massie and Massie group to talk about design plans for the library parking lot. He said the fencing for the demolition would probably go up around October 12th. He said Steve Trucking won the bid and would probably want to get started about the 15th. He said he didn't see that happening that soon because it would take some days before Ameren got everything done that they needed to do to switch the power over. There was discussion about the asbestos being removed.

Mr. Meyer talked about the timeline of bringing down the annex building, filling in the hole and putting up fencing. He said some questions still remained about parking. He said he had good meetings with the City officials about how the logistics of parking would be handled. He said he would be away Friday and at ILA the following week. He said he had asked Mr. Edwards to target specific media groups to send out

public service announcements and to stay in touch with the City, as well as the board. He said he would be in touch by email while he was out of the building. He said if the demolition crew started on October 15th, there would be a very short amount of time to prepare the public for the restrictions on parking. There was discussion about parking for the public during the demolition. Mr. Meyer said it would be an inconvenient for short period of time, however at the end they would they would be satisfied with results. Mr. Sorensen said he had asked the City of demo group could do a traffic count. He spoke about the meeting scheduled later in the month with Massie and Massie architects to discuss a preliminary plan for the parking lot. He said after the plans were completed they would be passed on to the various library groups and the public. Mr. Meyer and Mr. Sorensen discussed some of the suggestions that were put forth in the meeting, including electronics charging stations for cars and solar panels. Mr. Meyer added that another possibility suggested was additional green space. There was discussion. Mr. Sorensen said that there should be a concept plan from Massie and Massie in a couple of weeks. There was discussion about the amount of parking owned by library. There was discussion about the uses of the library parking. There was discussion about the timeline for the redesign of the parking lot after the demolition. There was discussion about the different groups that used library parking and the importance of green space. There was discussion about the green space. There was discussion about how the project would be funded. Mr. Sorensen said that in the past library had attempted to lease out the extra space. He said that if the City succeeded in leasing out space and there were people sharing the building, additional parking might be needed. There was additional discussion about developing the parking lot.

Collection Development Policy

Mr. Meyer said he made a couple more tweaks since the last revision. He said there were no substantial changes made. He said in the final version there would forms attached. Mr. Meyer said that new policy allowed for the use of software to analyze collections and stated that self-published materials would no longer be accepted for the circulating. He said self-published materials could possibly be added to the local history collection. He discussed the changes made to language discussing the of filtering library software. Motion to take the policy to the full board by Dr. Onuora, seconded by Mr. Greene, unanimously approved

Website Update

Mr. Meyer said that conversations with Jones and Thomas would probably take place later in the week. The only thing remaining for the content was professional photos of the board, staff and patrons and staff in action. There was discussion about the payment to the photographer. Mr. Sorensen said he had noticed some of the changes on the old website. There was discussion about the rollout of the website.

New Business

Shelving

Mr. Meyer talked about process of researching for a space planner. He said the library's attorney had advised that request for the space planners and designers that he initially investigated should go to bid. He said he is spoken with an individual that was involved with a company that worked with library space planning. He said the company was highly respected. He said the company was Product Architecture + Design. He said he liked the work that was done at the Bloomington Public Library. He said they only work with libraries. He said he had received a proposal from them and he felt their pricing was very attractive. He said he would be updating the committee later.

Job Descriptions

Mr. Meyer presented the Library Assistant and Librarian job modifications. There was discussion about the job descriptions. Mr. Meyer talked about process of making changes to job description with staff input. He gave his thoughts about making the changes. Mr. Meyer said that he was currently looking at the education requirements for the job descriptions. He noted that there were individuals currently employed in management positions that did not possess a master's degree in Library science. He said that he was also looking at the bachelor's degree requirements. There was discussion about making MLS a requirement for librarians in the future. There was discussion about individuals currently holding positions without a MLS. Mr. Meyer said one of the individuals recently added as a librarian has been sick unable to attend classes as she desired. He said there was another staff member currently on pace to receive her MLS. Mr. Sorensen asked if the Asst. City Librarian was to leave or retires would they want to make the MLS a requirement. Mr. Meyer asked if they were going to add a grandfather clause in relation to the job description. Mr. Sorensen stated that the current job descriptions were for new applicants. There was discussion.

Salary Scales

There was discussion about the current salary schedule. Mr. Sorensen asked Mr. Meyer if he would add categories to the salary schedule.

Mr. Meyer said he didn't know the criteria for placing individuals in different levels of salary scales. Dr. Onuora said that was her next question, how can you determine which levels to place people. Mr. Meyer said he had reached out to the City and had yet to receive specific criteria. There was discussion about years of service versus criteria. Dr. Onuora said she thought there were discrepancies between the minimum and maximum. Mr. Meyer said he would also like to simplify the form.

Evaluation

Mr. Largent said he would mail the evaluation form to the board. Mr. Sorensen discussed the process of completing the form.

Public comments

Adjourned

Motion to adjourn by Mr. Largent at 5:21 pm, seconded by Mr. Sexton, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 11/01/2018