



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES JANUARY 16, 2020

#### **CALL TO ORDER**

Board President, Donna Williams called the regular meeting of the Decatur Public Library Board of Trustees to order at 4:30 p.m. The meeting was held in the Board Room on the 2<sup>nd</sup> floor at Decatur Public Library at 130 N. Franklin St. Decatur, Illinois.

#### **ROLL CALL**

**Members Present:** Donna Williams, Amy Stockwell, Gregg Zientara, Louise Greene, Sofia Xethalis, Michael Sexton

**Members Absent:** Dr. Ngozi Onuora, Samantha Carroll

**Library Staff Present:** Rick Meyer, Executive Director, Robert Edwards, Asst. Director

#### **AGENDA**

There was a motion to approve the agenda with changes, by Greg Zientara, seconded by Michael Sexton, motion carried.

#### **MINUTES**

There was a motion to approve the minutes by Greg Zientara, seconded by Louise Greene, motion carried.

#### **WRITTEN CORRESPONDENCE TO THE BOARD**

None

#### **COMMENTS FROM THE AUDIENCE**

Mark Girdler- Mr. Girdler expressed his displeasure with the director, library expenditures and the use of tax dollars.

#### **REPORT OF THE EXECUTIVE DIRECTOR**

Rick Meyer reported on library operations during the month of December. He reported on the circulation statistics of the physical and electronic materials. He announced that one of the database stats on one of the reports was inaccurate. Amy Stockwell said that it might be helpful to add database classes. Rick reported that Alissa Henkel and Carol Ziese had hosted a TEDX session last month. He said the attendance at these programs are growing. He said Tabitha

Bilyeu and Sue Bishop were working with the Crossing. Amy said that she is pleased to hear that the library is working with the Crossing, she felt it would be a good partnership. Rick reported that the gate counter had been recalibrated by Bibliotheca. He said the programming stats were slightly down. He said that almost all the Friends volunteers showed up for the Friend's volunteer dinner.

## **PERSONNEL, POLICY AND PUBLIC RELATIONS**

### FOIA Reports

Donna Williams said that Rick Meyer had provided the FOIA requests and responses were in the packet were just for information.

### Personnel

Donna Williams asked Rick Meyer to give a personnel update. Rick Meyer said a formal request had been made to the City for personnel, subsequently the open positions had been posted.

### Equity Diversity and Inclusion

Rick Meyer said the library had began the first steps of creating a diversity committee. He said Robert Edwards was the chair for the committee.

## **FINANCE AND PROPERTIES**

Amy Stockwell announced that the Finance and Properties committee had met recently. She said one topic of discussion was identifying the capital needs of the library.

### Space Plan

Amy said that Rick Meyer and Robert Edwards are currently working on additional financing for the project. She discussed the Space Planning committee formed by Rick.

### January 2020 Check Register

Amy said that travel expenses had been previously approved, currently there were no expenses to approve. There was a motion to approve the check register by Amy Stockwell, seconded by Louise Greene, unanimously approved.

### 2020 Budget Review and Projection

Amy reported that the revenue had exceeded expenses and some funds had been transferred to the capital reserve. She reported that tax revenue and other revenue for the year had been good and that payroll and benefits expenses were below budget. Rick said it was a good year, the library ended up in a good place. Rick discussed some of the specifics of the budget.

### **Other**

Rick Meyer reported on a recent sewer issue in the circulation area.

## **FOUNDATION**

Rick Meyer said that approximately \$8000.00 had been received from the Annual Appeal. He said that Dynagraphics would be coming to update the donor board in the lobby. Amy

Stockwell asked if the library was going to do something special to recognize the donors. There was discussion about how to recognize those who have donated.

### **FRIENDS OF THE LIBRARY**

Donna Williams reported that the Friends are in the process of reorganizing their secretary and treasury positions. She said they approved, Tourney of Books, Baby Talk, JR Readiculous t-shirts, and a staff appreciation meeting. She reported that the group is working on reorganizing the by-laws. She said they had discussions on diversity during their meeting. Rick Meyer said that some of the members of the Friends mentioned that they enjoyed the report format and information given by Donna.

### **IHLS**

No report

### **TRUSTEES FACT FILE**

Rick Meyer reported that he had received some good feedback from the board about the fact files. He said, reviewing the information fulfilled a requirement on the Per Capita grant and would help in maintaining the focus on the strategic plan.

### **2020/2021 MEETING SCHEDULE**

Amy Stockwell made a motion to adopt the 2020/2021 meeting schedule with the suggested change, seconded by Michael Sexton, unanimously approved

### **NOMINATING COMMITTEE**

Rick Meyer said they would need a nominating committee of one or two people to come up with a slate of officers to appoint. It was suggested that Donna Williams and Michael Sexton work on the committee.

### **SERVING OUR PUBLIC STANDARDS FOR ILLINOIS PUBLIC LIBRARY**

#### **CHAPTER 2: Governance and Administration.**

Rick Meyer said the library easily meets the requirements on the checklist. He said the library could probably do better on trustee training. He explained one of the benefits of being an American Library Association (ALA) member was the opportunities for training. Michael Sexton asked about the new trustees. Rick said Bob Smith had said no and they were still waiting for a response for Stacey Young. Greg Zientara asked when the seat expired, Rick answered 2022

### **2020-01: ADJOURNMENT**

There was a motion to adjourn by Michael Sexton at 5:26 pm, seconded by Amy Stockwell, unanimously approved.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 2/21/2020