



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: May 21, 2020

Meeting time: 4:30 p.m.

Location: Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Board Members

President:

Donna Williams

Members:

Sofia Xethalis

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Present: Donna Williams

Samantha Carroll

Louise Greene

Sofia Xethalis

Amy Stockwell

Samantha Carroll

Michael Sexton

Gregg Zientara

Dr. Ngozi Onuora

Absent:

Guests:

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Call to Order:

Ms. Carroll called the meeting to order at 4:30 pm.

Agenda- There was a motion to approve the agenda by Ms. Greene, seconded by Ms. Xethalis, motion passed unanimously.

Approval of Minutes

Amendments were suggested to the minutes drafts.

Ms. Carroll asked for a motion to approve the minutes as amended-for February regular meeting, the annual meeting, and March emergency meeting, Ms. Stockwell made a motion to approve as amended, seconded by Ms. Williams. Motion passed unanimously.

Public Comment

None.

Written Communication from the Public

None.

City Librarians Report

Mr. Meyer reported that statistics are down considerable, although being closed for one entire month does not bring the annual projected circulation down as much as might be expected. Projected change shows adult material down 23%, electronic content is up 17%, other physical items still projected as an increase visits to the webpage and page views are up, and searches in catalog are projected way up. Ms. Stockwell inquired what Mr. Meyer's perspective is about the uses on electronic resources and Mr. Meyer use of all electronic resources is up, Hoopla and Kanopy considerably.

Division Head Reports

Robert Edwards, Assistant City Librarian/Circulation Manager, reported what the Administration and Circulation departments have been working on. 50% of administration and 75% of circulation departments and a volunteer from Technical Support have been working on site at least some of the time. About 30% of materials checked out at close of the library have been returned. This has enabled staff to learn how to do this and setup the quarantine and safety processes. Staff has engaged in many hours of online learning. There were some goals to show accountability for everyone, introduction to technology to help staff get engaged and making it easy for them to enter summaries and comments on how it is related to their job and or the strategic plan. Working on teams to update manuals, working with PRS to get 1500 e-cards processed for students attending Decatur Public Schools, working with Mr. Wilkerson on the purchase of 25 hot spots, taking inventory of physical holdings, Discord server set up and Gamepedia service to present to PNG and schools.

Becky Dampitz, Head of Archives & Special Collections, reported Local History has been working to add 701 Omeka entries in the database (omeka.decalurlibrary.org) including board minutes, photos, and oral histories. Leeann Grossman is updated the birth records database and has finished 2004 and 2005 and is currently working on 2006 birth records, which is approximately 1200 records. Becky has made Facebook posts every week including videos about the collections, posts to promote the digital holdings, etc. Ms. Dampitz has one or two reference

request per week that she makes sure she answers. There are not any volunteers working, but Ms. Dampz is keeping in touch with them weekly.

Alissa Henkel, Head of Programs, Resources & Services reviewed what the PRS team has been working on. She, Amanda Young, Susan Bishop, and John Schirle been holding online story times. Tabitha Bilyeu, Shelley Whiteside, Katie Eytchison, and Scott Wilson completed digital displays showcasing digital materials. Mr. Schirle has made lists, to aid in finding parents e-resources for children on Hoopla and Library on the Go. Alix Frazier and Ms. Bilyeu have been posting videos to help with the emotional and physical effects of the lockdown. Ms. Eytchison's Krafty Things with Katie program was made available online. Book discussion groups also went online. The PRS completed 350 total hours of continuing education. PRS worked with Circulation staff to provide e-cards for all school kids and Millikin. Many new resources were added to the website. Ms. Frazier worked to set up the Library's first ever online summer reading program.

Matt Wilkerson, Systems Administrator and Chris Nihiser received and installed 28 new patron computers, updated 47 computers' operating systems, added 7 computers for patron and staff use, installed antivirus program, installed office 2019 on computers. Every computer in the library has been updated. Mr. Nihiser completed 150 hours of continued education.

Carol Ziese, Head of Technical Services reviewed what technical services has been working on, they have cleaned up 10,000 records in the library's database. This is important there has been a change in cataloging standards. This ensures the database is accurate, thereby saving patrons and staff time.

Mr. Meyer added that there was an increase in IT calls and how quickly Mr. Wilkerson and Mr. Nihiser responded to these, but with more difficulty since the library was closed.

Reports of Committees

Personnel, Policy & Public Relations Committee

No meeting.

Finance & Properties Committee

Capital Needs/Space Planning

Deferred at this time.

Check Register for March and April

Check Registers for March and April were reviewed at the committee meeting, including the supplemental travel expense information.. Ms. Stockwell made a motion to approve the check

registers, seconded by Ms. Xethalis, and Ms. Carroll requested a roll call all in favor, Ms. Xethalis aye, Mr. Zientara aye, Mr. Sexton aye, Dr. Onuora aye, Ms. Greene aye, and Ms. Williams aye.

2020 Budget Review and Projection

Ms. Stockwell said they reviewed on an informational basis both current results of Mr. Meyer's projection for the full year. Discussed property taxes, which are the main source of revenue for the library. She was able to get more information regarding the property taxes, the Macon County Collector's office sent out the bills on May 15, they are due back June 15, and legally it is 30 days which will be July 15, and they are dealing with large amounts of mail and it has to be handled safely. The collection of the first installment may be lower than expected. Mr. Meyer updated projections for some budget line items such as conference/travel/training will come out under budget. Ms. Stockwell said the bottom line looks like revenues will exceed expenses, but we will want to watch going forward.

Foundation Committee

No Report.

Friends of the Library Committee

No Report.

Illinois Heartland Library Systems

Mr. Meyer said the Illinois Heartland Library Systems put in extended due dates, but the delivery is still suspended, no changes.

Old Business

None.

New Business

Phase Three Reopening Plans

Discussed the phase three re-opening plans, City Manager Wrighton is okay with DPL curbside service. The Governor's Restore Illinois Plan does not mention libraries but at a Q & A the Governor's office indicated libraries were considered unit of government can make their own decisions as to what are essential services. Libraries are most comparable to retail, which will be allowed to open in Phase Three with health and safety guidelines. The library leadership team has a detailed plan for providing curbside service and are ready for the next step, except for 1 or 2 small things that need to be completed. The service will start small with division

heads and librarians working the curbside service the first and second week, demonstrate willingness to consider it a safe procedure and too identify and correct any problems. Then it will be turned over to the Circulation staff. There was further discussion of board approval for next steps and various details of the plan such as capacity limits, City emergency declaration and patron computer use. Ms. Williams made a motion to approve Mr. Meyer to move forward with the opening plan which takes into consideration all of the issues with the city and the advice of the Governor, seconded by Mr. Sexton, all in favor, unanimously approved.

Curbside Delivery

Motion covered by the motion for phase three reopening plan.

Committee/Liaison Appointments

Discussion about three of the board members leaving Dr. Onuora, Ms. Williams, and Ms. Greene at the end of June. It was found that there would be enough to make quorum for the Board of Trustees meetings, and all of the committees. Mr. Sexton made a motion to table, seconded by Mr. Zientara, unanimously approved.

Chapter 4 Facilities

Discussion on the facility and how most of those needs are met by the city, because they are the landlord for the library.

Use of space is an issue that may be affected long term by the COVID-19 pandemic. Mr. Meyer said he was going to have a conversation with the architects. Mr. Edwards said the HVAC work is about 98% complete.

Adjournment

Ms. Carroll made a motion to adjourn at 5:46 p.m.

Scribe,
Betti Jo Heckwine
Administrative Assistant
Edited by
Rick Meyer
City Librarian

Approved June 18, 2020