



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: July 16, 2020

Meeting time: 4:30 p.m.

Location: Remote Attendance

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Present:

Samantha Carroll

Sofia Xethalis

Amy Stockwell

Susan Avery

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Becky Dampitz

Alissa Henkel

Matt Wilkerson

Carol Ziese

Absent: Gregg Zientara

Guests:

Call to Order: Ms. Carroll called the meeting to order at 4:30 p.m.

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.

Swearing in of Board Member

Mr. Edwards Swore in Susan Avery as a new member of the Board of Trustees.

Consent Agenda - Ms. Carroll asked for a motion to approve the consent agenda (agenda and June 18minutes), Mr. Sexton made motion, seconded by Ms. Xethalis, Ms. Carroll requested a roll call vote, Mr. Sexton yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Xethalis yes, and Ms. Carroll yes, unanimously approved.

Public Comment

None.

Written Communication from the Public

None.

City Librarians Report

Mr. Meyer said he is not sure what foot traffic and circulation numbers tell us under such extraordinary circumstances. The library was open far fewer days this June as compared to June 2019 yet circulation was a little less than ½ June 2019. There was 52% increase in electronic circulating materials, 35% overall electronic content use, visitors were down and new patron registrations are down, but overall for the year very strong with the ecard registrations. Searches in the library catalog was at an 80% increase.

Division Head Reports

Robert Edwards, Assistant City Librarian/Circulation Manager, gave a brief overview of the Circulation Department, the first day of curbside there were 98 checkouts. Mary Laskowski in the Circulation department retired, and Joann Stanbery in the Administration office announced her retirement. Mr. Edwards noted that they will both be missed. There was much to catch up on, it was a busy month, staff is training on the myLIBRO app for curbside service.

Becky Dampitz, Head of Archives & Special Collections, reported they have continued to work on Omeka database and have completed 1210 entries. Becky has completed the 1970's board minutes, and started on the oral histories. The Local History Room is re-opening on Monday July 27th and will be open Mon – Fri from 10:00 a.m. till 2:00 p.m., and most volunteers will be returning.

Alissa Henkel, Head of Programs, Resources & Services said the PRS team has continued working on projects, all of the staff is back in the building, except for one. Ms. Henkel is happy that the library has a new Social Work Intern, Jessica Hill, who started working remotely when the library was closed, but now is on site. She has established relationships with patrons in need of social services and has been making appropriate referrals. She has been working on writing a grant to have a permanent part-time Social Worker at the library.

Matt Wilkerson, Systems Administrator has been working with IL Century Network and will be implementing the fiber optic network on Monday morning. Chris Nihiser will be full time starting Monday, and he will be working evenings and Saturdays, when the library goes back to normal Saturday hours. Mr. Meyer said they also answered a total of 115 help calls in the month of June which was more challenging due to remote work for many staff.

Carol Ziese, Head of Technical Services reviewed that technical service is receiving, processing,

cataloging, and sending out, much higher number. She has one junior cataloger that is fully set up at home and is working remotely, and another junior cataloger that may be working some remotely. All other staff are working in the building.

Reports of Committees

Personnel, Policy & Public Relations Committee

None

Finance and Properties Committee

None

Foundation Committee

The Foundation did not meet, but Mr. Meyer did give the current count of the annual appeal of about \$8500.00.

Friends of the Library Committee

Mr. Meyer said the July meeting was a combination of zoom and in person meeting. They made the decision to cancel the Labor Day book sale, and approved providing the library a gift card in the amount needed for the library to use to purchase the merchandise needed.

Illinois Heartland Library Systems

Delivery reinstatement started back on the second week of July and the Decatur Public Library started accepting hold requests from other libraries on July 1st. On the first day there were about 700 requests for materials, which is extremely high, a normal day there is only about 40. Mr. Meyer said that Lisa Tokarz handled all of the pulls on her own without complaint or apparent stress.

Old Business

Drug Free Workplace Policy

Ms. Carroll requested a motion to discuss and accept the Drug Free Workplace Policy with edits, Mr. Sexton made a motion to accept as presented, seconded by Ms. Stockwell. Ms. Carroll requested a roll call vote, Mr. Sexton yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Xethalis yes, and Ms. Carroll yes, unanimously approved.

Procedure for Determining On-The-Job Intoxication

Ms. Carroll requested a motion to discuss and accept the Procedure for Determining On-The-Job Intoxication and Mr. Sexton made a motion to accept as amended with the changes Ms.

Carroll requested, and Ms. Xethalis seconded it. Ms. Carroll requested a roll call vote, Mr. Sexton yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Xethalis yes, and Ms. Carroll yes, unanimously approved.

New Business

Diversity, Equity and Inclusion

Mr. Edwards said the committee had a zoom meeting about two weeks ago, he felt it was positive and beneficial. He has been meeting and talking with the city of Decatur regarding similar questions and interests they have regarding diversity. The committee is planning on having another meeting this month, to work towards deciding what the scope is going to be for this project, such as working to increase in diversity in board and staff, and looking at hiring practices. In his research he found organizations that have a statement on diversity, and he would like the library to issue a statement on where the library stands on investing in diversity. There was discussion on whom would make good candidates to become members of the committee and Ms. Xethalis volunteered to be a member of the committee. Mr. Edwards stated he wants this committee to make a difference and what comes out of it to last.

Personnel Update

Mr. Meyer said that Mary Laskowski in the Circulation department retired June 30th, and Joann Stanbery in Administration announced her retirement. The library is planning to train a temp to cover some of Joann's job, and may not backfill the position as currently filled. Tabitha Bilyeau was promoted to full-time librarian on July 6. Chris Nihiser has been Matt Wilkerson's part time assistant and was promoted to full time. Two half-time library assistants will be hired to backfill a full-time position vacated by Amanda Young's promotion.

June 2020 Check Register

Ms. Stockwell made some inquiries about the check register. She asked how long the 10,000.00 would last with current use for the Overdrive. Mr. Meyer said he would check on this for Ms. Stockwell. There was some discussion regarding EBSCO, Rubber-Maid cubes to quarantine returned items, attorney fees, MyLibro Application for curbside service, and Jones and Thomas to host the library's website and for editing. Ms. Stockwell made a motion to approve the check register as presented, seconded by Ms. Xethalis. Ms. Carroll requested a roll call vote, Mr. Sexton yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Xethalis yes, Ms. Carroll yes, unanimously approved.

2020 Budget Review & Projection

Mr. Meyer said that the library is in good shape, the cash position is about a half of a million. The projection for software may a little over, but the bottom line is fine. The COVID related expenses will be put on the Local CURES Act Grant for reimbursement. State replacement tax

will probably be lower than budgeted, but the library should get what it levied for on the property taxes. Overall projecting about 23,000.00 surplus, it is different from last month, because of the added staff

Lost and Found Policy

Discussed and reviewed the lost and found policy. Mr. Meyer will combine the information and have a new policy to present at the next board meeting. Ms. Carroll requested a motion to table till the next meeting, Ms. Xethalis made a motion to table it, Mr. Sexton seconded it. Ms. Carroll requested a roll call vote, Mr. Sexton yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Xethalis yes, and Ms. Carroll yes, unanimously approved.

Security Camera Policy

Mr. Meyer had a few points he wanted to confirm with Mr. Wilkerson. Mr. Meyer will make the make some edits and have a finalized recommended policy to present at the next board meeting. Ms. Carroll requested a motion to table, Mr. Sexton made a motion to table, Ms. Avery seconded it. Ms. Carroll requested a roll call vote, Mr. Sexton yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Xethalis yes, Ms. Carroll yes, unanimously approved.

Board Openings

Ms. Carroll said that the Mayor had a couple of people that are interested in the library board. She said that Amanda Pippit is too busy, and Stacey Young has not applied yet. Mr. Meyer would like to reach out to Karl Coleman.

Chapter 6 Safety

Ms. Carroll requested a motion to table till the next meeting, Mr. Sexton made a motion to table, Ms. Xethalis seconded. Ms. Carroll requested a roll call vote, Mr. Sexton yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Xethalis yes, Ms. Carroll yes, unanimously approved.

Adjournment

Ms. Carroll requested a motion to adjourn at 6:08 p.m., Ms. Xethalis made a motion to adjourn, Mr. Sexton seconded it. Ms. Carroll requested a roll call vote, Mr. Sexton yes, Ms. Stockwell yes, Ms. Avery yes, Ms. Xethalis yes, Ms. Carroll yes, unanimously approved.

Scribe,
Betti Jo Heckwine
Administrative Assistant

Edited by Rick Meyer
City Librarian

Approved August 20, 2020