



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: October 15, 2020

Meeting time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Susan Avery

Karl Coleman

Michael Sexton

Amy Stockwell

Sofia Xethalis

Gregg Zientara

Present:

Samantha Carroll

Amy Stockwell

Susan Avery

Karl Coleman

Gregg Zientara

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Betti Jo Heckwine, Admin. Asst. Aide

Becky Dampitz, Head of Archives & Spec. Col

Alissa Henkel, Head of Prog., Res., and Serv.

Matt Wilkerson, Systems Administrator

Absent: Michael Sexton, Sofia Xethalis

Guests:

Call to Order: Ms. Carroll called the meeting to order at 4:31 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.

Consent agenda - Ms. Carroll asked for a motion to approve a combination of the consent agenda (agenda/September minutes) as presented, with the amendment of striking item three and taking off the language - no meeting for the PPPR meeting on the agenda, and Mr. Zientara made the motion, seconded by Ms. Xethalis. Ms. Carroll requested a roll call vote, Mr. Coleman yes, Mr. Zientara yes, Ms. Avery yes, Ms. Stockwell yes, and Ms. Carroll yes.

Public Comment

None.

Written Communication from the Public

None.

City Librarians Report

Mr. Meyer reported circulation, foot traffic, interlibrary loans, new patron registrations, and visitors are all down, all due to the pandemic, but searches in catalog are up, total collection use is up due to databases, and magazine circulation is up. Virtual programming is all new and the guidelines of how to report the numbers have changed, so the numbers may look different now.

Division Head Reports

Robert Edwards, Assistant City Librarian/Circulation Manager, in circulation, Jennifer Pride, Circulation Clerk had a poster session at the virtual ILA Conference. Shakera Powell is doing great at her new clerk position. Still need to fill a page position, had SHARE meetings, modified procedures for quarantined materials, working on e-card for DPS high school freshmen. In administration worked through payroll, workflows, and invoices and purchase orders.

Mr. Meyer and Mr. Edwards are very impressed and proud of Ms. Pride.

Becky Damptz, Head of Archives & Special Collections, reported Local History is closed on Saturdays but will make appointments for patrons. Local History is open from 10:00 am. to 2:00 pm. Monday thru Friday. On October 8th Ms. Damptz and Leeann Grossman did a presentation at Dennis school for the teachers. On the 27th or 29th of October they will give a presentation to Millikin students on how to use resources. Ms. Damptz and Ms. Grossman are filming videos for them and Matt Wilkerson and Chris Nihiser are editing them. Next month on the 17th, volunteer Gary Geisler is doing a live video presentation on Dennis school.

Alissa Henkel, Head of Programs, Resources & Services reported the two part-time library assistants have completed their training successfully in the children's department and adult reference. Cross-training is a point of emphasis.

Matt Wilkerson, Systems Administrator reported that he purchased form software in order to make internal staff forms online, easier to use, and routed to appropriate staff. He also added more cameras to the security system, about 26 in the building, one outside. Mr. Wilkerson reported that help calls have been up 24% on help calls. Mr. Meyer said the help call totals being up is a good thing, it shows that there was a real need to hire Mr. Nihiser.

Reports of Committees

Personnel, Policy & Public Relations Committee

Patron Ban Policy

The patron ban policy was tabled, the committee will work on it at the next committee meeting and then present to the board at the next board meeting.

Credit Card Policy

Ms. Carroll said it was recommended that the policy be accepted as presented and requested a motion. Ms. Avery moved, seconded by Mr. Coleman. Discussed that this was developed to guide the use of the overall library credit card and any other store account cards the library has. Ms. Carroll requested a roll call vote, Mr. Coleman yes, Mr. Zientara yes, Ms. Stockwell yes, Ms. Avery yes, and Ms. Carroll yes.

City Librarian Performance Evaluation Process

Ms. Avery is heading up the committee to create the procedure and form to evaluate Mr. Meyer, Ms. Avery is going to ask Mr. Sexton to assist with this and hopefully have something by the end of the year.

Personnel Update

Mr. Meyer said that Shakera Powell was promoted and the library is going to back fill the position she vacated. He said they are making some decisions on administration and circulation staffing, by the end of the year the library will have the staff needed but save some money. Testing for page position is completed and a candidate will be selected after interviews, in about 2 weeks.

Equity, Diversity, Inclusion

The diversity group met with Jerome, a representative from Etta Jones & Associates, he walked them through the process and answered the committee's questions, they are waiting on a break down of charges. Members of the diversity group did a small bio., which Mr. Edwards is going to combine together so he can let the board know who is on the committee. The committee is looking for consultants and narrowing it down and they will send an RFI out.

Patron Ban Appeal

Recommended motion of the PPPR committee was that the board uphold the one-year ban from library premises and add a 30 day ban from curbside service. Ms. Carroll requested a motion to approve to discuss, Ms. Avery made the motion, seconded by Mr. Coleman. After discussion, Mr. Zientara expressed support of their recommendation, Ms. Carroll requested a roll call vote, Mr. Coleman yes, Mr. Zientara yes, Ms. Avery yes, Ms. Stockwell yes, and Ms. Carroll yes.

Volunteer Policy

The PPPR committee recommended approving the policy with the changes on background checks, Ms. Carroll requested a motion, Ms. Stockwell made a motion to accept as presented, seconded by Mr. Coleman. Ms. Carroll requested a roll call vote, Mr. Coleman yes, Mr. Zientara

yes, Ms. Avery yes, Ms. Stockwell yes, and Ms. Carroll yes.

Finance and Properties Committee

Ms. Stockwell reported the Finance and Properties Committee reviewed and discussed the check register and recommends the September 2020 check register be approved. Ms. Stockwell made a motion to approve the check register, seconded by Mr. Zientara. Ms. Carroll requested a roll call vote, Mr. Coleman yes, Mr. Zientara yes, Ms. Avery yes, Ms. Stockwell yes, and Ms. Carroll yes. Finance and Properties reviewed Mr. Meyer's analysis for spending year to date and projection for the year, everything is on track, bottom line we are looking at doing slightly better than budget. Looked at draft of the 2021 budget, will look at it in November at the Finance meeting, then ask for the full board's approval at the full board meeting in November.

Decatur Public Library is hosting a vote by mail drop box on October 24, 2020.

Friends of the Library Committee

Mr. Meyer said the Board decided to suspend the book sales for the rest of the year. They approved the 2 funding requests of about \$400.00. The Board is looking to hire book keeper.

Illinois Heartland Library System-SHARE Executive Council

Mr. Meyer did not have a report for the IHLS Chair Executive Council. The Circ committee did vote to not pass auto renewals.

Old Business

Macon Counties Covid-19 numbers are not good. The Decatur Public Library has stepped things up and being more pro-active.

Discussed mandating that patrons have to wear masks to come into the library and how to enforce it. Discussed bringing it before the PPR committee at the next meeting.

New Business

Board Openings

Nothing new.

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Per Capita Grant Requirements

Looking at November 18 for a special meeting, to review, go through each chapter, and go through the check list.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:33 p.m., Mr. Zientara made a motion to adjourn, Ms. Stockwell seconded it. Ms. Carroll requested a roll call vote, Mr. Coleman yes, Mr. Zientara

yew, Ms. Stockwell yes, and Ms. Carroll yes.

Scribe,
Betti Jo Heckwine
Administrative Assistant

Approved November 19,
2020