



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Minutes

**Date: May 13, 2020**

**Time: 4:30 p.m.**

**Location: Remote Meeting via Zoom**

#### Board Members

##### **President:**

Donna Williams

##### **Members:**

Sofia Xethalis

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Present:** Amy Stockwell (Chair) **Staff:** Rick Meyer, City Librarian  
Sofia Xethalis Robert Edwards, Asst. City Librarian  
Gregg Zientara  
Samantha Carroll

**Absent:** Donna Williams, Louise Greene

**Guests:** Janet Denton, Betti Jo Heckwine

#### **Call to Order:**

Ms. Stockwell called the meeting to order at 4:30 p.m. Ms. Stockwell stated that we are doing this remotely. Based on the guidance we have received from the Governor's office and the State of Executive Order 2020-07 and 2020-18, as well as the advice of counsel.

**Agenda-**There was a motion to approve the agenda by Ms. Carroll, it was seconded by Ms. Xethalis, and unanimously approved.

**Minutes-** There was a motion to approve the minutes by Ms. Xethalis, seconded by Mr. Zientara, unanimously approved.

#### **Public Comments**

Ms. Stockwell stated that Mr. Meyer had included instruction for public comments in the agenda. Mr. Meyer had provided an opportunity for public comment by e-mail, but none was received.

## **Old Business**

### Capital Needs

Mr. Meyer said there has been a lot of progress on the HVAC work and his understanding is that it should not be a whole lot longer.

### Space Plans

Ms. Stockwell said that the space plans were put on the back burner till further development. Mr. Meyer said the coronavirus pandemic changes so much, may need to make some temporary space changes depending on how we phase the reopen.

## **New Business**

### Check register for March & April

Ms. Stockwell inquired about Niche Academy, and Mr. Meyer explained that it is tutorials for DPL's resources and general applications. Ms. Stockwell inquired if there has been an increase in electronic resources, and Mr. Meyer said everything is up, Kanopy is up 400% Hoopla is up 170%, and movie and audio book resources are bumped way up. Ms. Stockwell asked if Niche Academy is easily accessible for patrons to use. Mr. Meyer shared his screen allowing the board to see how to get to the tutorials through the DPL web page. Ms. Stockwell inquired about Gale in Content database and Mr. Meyer said it is not as heavily used, but DPL is giving these databases another chance of about one year. He said that is because DPL is about to start Patron Point, which is a new targeted marketing tool, that he provided some of the board a demo recording to see essentially what it is. It pulls data from the ILS (Integrated Library System) identifying a patron's subject of interest. Allowing DPL to provide patrons with subject specific information databases, programs, and information that DPL has to offer. Ms. Stockwell inquired about the Product LLC plan/project expenses and Mr. Meyer said that he received the final drawings and they were exactly what the committee asked for, but space needs may change dramatically in post-COVID environment.

Ms. Carroll inquired about Taped Editions, Mr. Meyer said it was audio book leasing. Ms. Xethalis inquired about Bridge All Libraries, Mr. Meyer said it was a tool for deselection to free up space, and DPL receives a discount on books with subscription through a partnership with Baker and Taylor. Mr. Meyer said the tool improves efficiency in the deselection process. Ms. Xethalis inquired about Dell Inc. and Mr. Meyer said the library purchased new PCs for public access, and Mr. Wilkerson put new Windows 10 and Microsoft Office Suite on each one. Ms. Xethalis made a motion to cover both March and April Check Register's, Ms. Carroll made motion to amend it and seconded the amendment, all I's, unanimously approved, by voice vote.

## 2019 Budget and Projection

Discussed payroll, allocations, and office supplies. There was further discussion regarding revenue. Mr. Meyer said that the collection of real estate tax is hard to predict with such high unemployment, and he does not know if the library will collect the full amount. He said his projection of the state replacement tax is based on the last few years, and it may come down some. Ms. Stockwell asked Mr. Zientara, what was his perspective on the property tax and state replacement tax. Mr. Zientara said theoretically the libraries revenue other than state replacement tax, in his opinion should be relatively unaffected by the COVID-19. The property taxes that are paid through mortgage payments, would still be paid by the mortgage company. If people that pay cash for property taxes choose to pay later, it will be deferred, but the revenue will still accrue to the library. He does not see the libraries revenue negatively affected at this time. Mr. Meyer said there is a savings due to two open positions that are not being filled right now due to Covid19. The lower cost for medical insurance, IMRF, salaries are due to turn-over. The library's temporary closure could also lower service to office equipment, conference, travel, training, computer, membership fees, and postage. He said that professional services could end up being higher due to the COVID-19 changes in employment law and regulations which require consulting with attorney. Computer software could also go up for curbside app, summer reading program software, and patron point. Ms. Stockwell said that they have some cushions that will help deal with the uncertainties on both the revenue and expense sides.

Discussed and reviewed check request of travel and conference expenses for Ms. Frazier and Ms. Henkel's registration to PLA Conference \$610.00, Airfare to Nashville \$705.59, and Ms. Frazier's ALA membership \$151.02, held in late February. Ms. Stockwell inquired about if there was reports from Ms. Frazier and Ms. Henkel about some of the key things they learned at the conference. Mr. Meyer said he did receive reports from Ms. Henkel and Ms. Frazier and he could forward those to the board if they are interested and he apologized to the board, that he had to put his report on back burner. Reviewed expense for Mr. Meyer for \$30.00 for ILA legislative breakfast, Mr. Edwards to attend a conference in Springfield, that was cancelled, and the money was refunded. Mr. Meyer \$49.00 expense for attending a webinar, online webinar multiple users \$550.00, hotel preflight for Ms. Henkel \$83.61, and meals for Mr. Meyer at PLA in Nashville \$29.87. Expense of \$44.85 for Mr. Meyer's travel expense to and from Springfield, IL for the Central Illinois Director Round Table. Mr. Meyer's mileage reimbursement for travel in October to Normal, IL for the ILA legislative breakfast 56.93. Mr. Meyer drove to the PLA Conference in Nashville, so he received an equivalent reimbursement (since it was more expensive to drive) \$288.00 air flight, travel to airport \$56.65, and 34.52 for travel airport to hotel. Ms. Henkel's total meals and mileage to and from airport \$255.96. Ms. Frazier, mileage for travel to the airport and within Nashville, meals and lodging \$301.39 and Ms. Frazier under reported expenses, so Mr. Meyer told her to turn in a differential of the amount not turned in which was \$42.72. Mr. Edwards plus three staff members to front line staff conference, an expense of \$420.36, but it was cancelled so there was no cost and the check was voided by the State Library of Illinois. PLA Conference expenses for Mr. Meyer meals \$39.79, hotel expense 785.18, Ms. Henkel hotel \$ 937.56, and Ms. Frazier hotel expense \$937.56.

## Phased Reopening Plans

Discussion regarding starting curbside service at the library. Mr. Meyer said he reached out to the City Manager, Mr. Wrighton to see what he thought about curbside service. Mr. Wrighton wanted three things to happen before considering stating curbside service, first the complete text of the Governors order of April 30 to be published, second to wait till the city council passed some ordinances that were COVID-19 related, but the city council took the ordinances off of the agenda, and third request to arrange a zoom meeting between various public bodies in the area to coordinate reopening efforts and messaging. In that period the governor released the restore Illinois plan, and Mr. Wrighton requested some additional time to absorb that plan, before discussing curbside.

Mr. Meyer had to also consult with the full board of trustees, and make sure he has adequate PPE and supplies in place. Ms. Stockwell asked Mr. Meyer to give them a general description of the curbside service plan, Mr. Meyer shared the general details of curbside service, he said they have the framework, but not the when, and the leadership team is going to hash out the details. Discussed the guidelines of how long COVID-19 virus can live on library items and how long items need to be quarantined before safely touching. Mr. Meyer said the library is using an abundance of caution, leaving items sit for 72 hours to be safe. Curbside would be picked up on a schedule, request items on the website, on the app, on the app using Alexa and maybe by email and phone. Mr. Meyer said the system is in place without the app, but the app may make it easier. Mr. Meyer said he will need more people in the building at the time for curbside, and masks will need to be worn to take items to patron's cars.

Close to being ready to go, waiting for additional guidance from the City and Macon County Health Department. Need Programs, Resources, and Services staff to come up with signage, social media posts. The traffic flow will be northside for returns and southside for pick up. Mr. Meyer wants to bring some of the Technical Services staff in to start accepting and processing new materials. The first week or two weeks will the leadership team providing curbside service, to show it is safe and to tweak any problems. Mr. Meyer has every intention to have a plan ready for next week's board meeting to show the board. He is not sure of the when the service will start, he wants to know that the board is going to back it and the city officials and county health officials are okay with it too.

## Other Business

Mr. Zientara inquired about the HVAC project and Mr. Meyer said he understands everything is on schedule. Mr. Meyer and Mr. Edwards does not remember being given a time of completion, but Mr. Edwards said he would find out the next day.

Mr. Zientara asked about the deep cleaning by maintenance and Mr. Meyer said they are doing a good job. Mr. Edwards said they are doing a great job and also working on the concrete, landscaping, and putting sod down as well.

Mr. Zientara asked if the library will be ready to open back up to the public, being able to

keep employees and patrons safe, (not really a question but a comment). Mr. Meyer stated that this debate is happening internally. There are many things to consider, and so many and guidelines to follow, like OSHA, CDC, Governors orders, and IDPH etc. There was discussion of PPE, barriers, and other safety precautions.

Mr. Meyer said they are trying to anticipate what are going to be the permanent changes, if any, that arise from the pandemic. Mrs. Stockwell said everything we are doing in terms of virtual resources are going to continue to be important to making sure that we fulfill our community objective.

Motion to adjourn at 5:49 p.m. by Mrs. Xethalis seconded by Ms. Carroll, and unanimously approved.

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

Approved,  
June 10, 2020