



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
October 21, 2021 Meeting  
Minutes

**Date: October 21, 2021**

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

**Location: Decatur Public Library Children's Auditorium**

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**Board President:** Samantha Carroll **Board Members:** Sofia Xethalis, Susan Avery, Karl Coleman, Kathleen Wrigley, Anay Hunt, Alana Banks, Shelli Brunner, Jecobie Jones

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**Present:** Samantha Carroll

Sofia Xethalis

Karl Coleman

Anay Hunt

Alana Banks

Shelli Brunner

Kathleen Wrigley

**Absent:**

Jecobie Jones

**Staff:** Rick Meyer, City Librarian

Michelle Whitehead

Becky Dampitz

Alissa Henkel

Carol Ziese

**Guests:**

**Call to Order:**

Samantha Carroll called the meeting to order at 4:31p.m.

**Consent Agenda (Approval of Agenda, Approval of September 16, 2021 Regular Meeting Minutes (Action))** Mr. Coleman made a motion to approve the Agenda and the September 16, 2021 Board of Trustee meeting minutes, seconded by Ms. Xethalis. The motion was adopted.

**Public comments:** 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.

**Written Communications from the Public: None**

**City Librarian's Report (Discussion)** Mr. Meyer reported the Friends of the Library were not able to have their Labor Day sale. Because of this, they are selling online and scanning each book. They are putting in a lot of hours to get this work done.

The Library has a smaller drop in circulation than other libraries. The numbers are all up except for searches in our catalog which is going down. That is being investigated. The Library is considering a Come Back to the Library campaign.

Featured staff member, Lisa Tokarz, handles her work calmly and coolly. She never stops working. Shelley Whiteside puts in a ton of hours at the computer help desk. She is very proactive. Sheri Keller is in the children's area. She makes every kid feel welcome. Stan Jolley in technical services does anything asked of him and has great ideas for improving processes. Chris Nihiser in system administration is our IT support. He is remarkable and provides great internal customer service. Leann Grossman is the most experienced librarian in the building and she has a high level of professionalism. She is an ambassador for the library as a whole.

### **Division Head Reports (Discussion)**

Alissa Henkel, Head of Programs, Resources & Services- READiculous will start up again with a shortened format of about 30 minutes. Jess Hill, and Alix Frazier co-presented at the Illinois Library Association annual conference. It was held in a virtual setting. They presented several topics including the history of social workers and library's, how our library obtained Jess, and what the next steps will be. The Library now has a community legal aid covering such topics as family, elder care, economic security, etc. His service is being provided by a grant.

Carol Ziese, Head of Technical Services and Interim Head of Circulation – The Library is phasing out paper notices and streamlining our registrations which involves looking at expired patron accounts, addresses, and emails, in order to coordinate information. Currently, individual fines amount to around \$17,000. A large number of those patrons do not have emails to contact them. In the future, we would like to move toward electronic registrations and partner with Matt Wilkerson in IT to establish the security piece.

Rebecca Damptz, Head of Local History – Rebecca reported on the Illinois Freedom project. This project covered the history of African Americans in Illinois and slavery in Illinois. It came with booklets and brochures in addition to the panels that were on display. It was a great exhibit and the Library will gladly host it again. Local media coverage was provided by WAND and the Herald and Review.

### Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee -Kathleen Wrigley
  - a. Personnel Update (Discussion) Mr. Meyer stated Sherrill Goodwin is our newest part-time library assistant.
  - b. DEI Consultant (Action) The contract that was received indicates that the Library cannot spread payments out over 4 years as anticipated. This requires further review. Legal is taking a look at it. Mr. Meyer just received the final budget numbers will need more time to review the numbers. Mr. Meyer is requesting this action be tabled until next month. Ms. Carroll made a motion for the Board to table until we have further details about the contract, seconded by Mr. Coleman. A roll call vote followed. Ms. Xethalis, yes, Ms. Hunt yes, Ms. Banks yes, Mr. Coleman yes, Ms. Carroll yes, Ms. Avery yes, Ms. Brunner, yes, Ms. Wrigley, yes. The motion was adopted.

- c. Remote Work Policy (Discussion) no discussion
- d. Asset Disposition Policy (Action) Katie made a motion to accept the asset disposition policy as presented, Ms. Avery seconded the motion. A roll call vote followed. Ms. Xethalis, yes, Ms. Hunt yes, Ms. Banks yes, Mr. Coleman yes, Ms. Carroll yes, Ms. Avery yes, Ms. Brunner, yes, Ms. Wrigley, yes. The motion was adopted.
- e. Circulation Policy (Discussion) The Library has restrictions on what a juvenile card can check out. This library is one of a very few libraries that have this policy. Most parents are responsible for watching what the kids check out. If this policy changes, the Library will need time to reach out to families and let them know.

B. Finance and Properties Committee – Sofia Xethalis

- a. Capital Needs (Discussion) Mr. Meyer would like to see the lawn reseeded.
- b. September 2021 Check Register (Action) Ms. Xethalis made a motion for the Board to approve the September 2021 Check Register, seconded by Ms. Banks. A roll call vote followed Ms. Xethalis, yes, Ms. Hunt yes, Ms. Banks yes, Mr. Coleman yes, Ms. Carroll yes, Ms. Avery yes, Ms. Brunner, yes, Ms. Wrigley, yes. The motion was adopted.
- c. 2021 Budget Actuals & Projection (Discussion) Mr. Meyer stated the Library has collected 88% of our revenue so far this year. The Library has room to cover the DEI consultant if the Board votes to move forward.
- d. 2022 Budget Proposal (Discussion) No discussion.

C. Foundation (No meeting) The next meeting is on Monday, October 25.

D. Friends of the Library – Susan Avery

- a. October 14 Meeting (Discussion) The next book sale will be the second Saturday in November. They have a lot of children’s books. They are trying to determine whether to have an additional sale for children’s books or to give them away at check-out. The next meeting is going to be November 4. They are sponsoring a children’s trick or treat in the library next week. A different board member will attend the Friends meeting each month.

E. Illinois Heartland Library System – Rick Meyer

- a. Solus App (Discussion) Mr. Meyer reported on the Share Mobile Library app. We are a little frustrated with the app. It does not have all of the functionality that we were shown during the demo. Hoping it will be ready by November or December. If you try it out, please give us feedback on your experience. There is still work that needs to be done.

**Old Business**

Electronic Sign (Discussion) Mr. Meyer reported that the electronic sign was approved by the City and the building permit has been issued. The sign is being made in Danville, Il. This is a 1-day installation. The Library is not sharing this sign with the City. If the tree by the sign is in the way, it can be removed as long as a new tree is planted somewhere else.

Friends of the Library Relocation (Discussion)

Mr. Meyer is not aware of any progress regarding the relocation plans and construction other than an address change by EMS.

**New Business**

### Other

New board member, Jacobie Jones, was sworn in at the Finance meeting last week.

The November 3<sup>rd</sup> meeting is special meeting. This is required for the grant.

Mr. Meyer will be sharing the employee engagement survey with the Board.

HR Source will be added to the next meeting regarding a new evaluation tool. There may be a special meeting at the end of the month.

### **Adjournment**

Ms. Carroll requested a motion to adjourn at 5:34 p.m. Ms. Xethalis made the motion to adjourn, seconded by Mr. Coleman. The motion was adopted.

Scribe,

Michelle Whitehead, Administrative Secretary

Approved 11.18.21