



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
November 18, 2021 Meeting
Minutes

Date: November 18, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Children's Auditorium

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

Present: Samantha Carroll

Sofia Xethalis

Karl Coleman

Anay Hunt

Alana Banks

Shelli Brunner

Jacobie Jones

Absent: Susan Avery

Staff: Rick Meyer, City Librarian

Michelle Whitehead

Becky Dampitz

Carol Ziese

Guests:

Call to Order:

Samantha Carroll called the meeting to order at 4:34 p.m.

Consent Agenda (Approval of Agenda, Approval of October 21, 2021 Regular Meeting Minutes, Approval of November 3, 2021 Special Meeting Minutes (Action) Ms. Carroll requested to move Foundation Annual Meeting October 25 discussion before the City Librarian's Report on the Agenda, approve the October 21, 2021 Board of Trustee Meeting Minutes, and the November 3, 2021 Special Meeting Minutes, Mr. Coleman made a motion to approve, seconded by Ms. Brenner. 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: Mr. Meyer reported that The Library received a FOIA request. He anticipates having it completed tomorrow.

City Librarian's Report (Discussion) Mr. Meyer reported that he volunteered to serve on The IHLS nominating committee. This committee is open for new applicants. If you are interested, speak to Mr. Meyer about the requirements.

In October the focus was The Library budget. Last year's legislative meet up went well. If anyone is interested in attending this coming year in February, please let me know. My role in this is recruiting library representatives and legislatures. It gives us an opportunity to present our legislative priorities.

The statistical numbers are about the same as last year. Overall collection use is up quite a bit, even over 2019. That's a good sign.

Division Head Reports (Discussion)

Rebecca Dampitz, Head of Local History – Rebecca reported that local history is processing the DMH collection. We will be putting it into an actual collection and digitizing it. I also had a conversation with the Mueller Museum. They are completely onboard and we will be putting their stuff on our server. We have a full committee for our 150-year anniversary that will take place in 3 years. The west end Decatur program, Places of the Past, by Gary Geisler, is on December 6, 2021, via zoom you can register on the website.

Carol Ziese, Head of Technical Services and Interim Head of Circulation – Carol spoke about IHLS Member Day. Circulation is reducing the amount of paper on file and looking to move to online registration to streamline our process. We have a diversity wall behind Circulation desk. The staff requested this wall. We are also removing the fines from overdue accounts and contacting those people to let them know so hopefully they will come back to the library. We are using a tool called Trello to help us collaborate and track staff activity on projects. Our influx from Baker and Taylor is sporadic. We do background work when we have slow times.

Reports of Committees:

A. Personnel, Policy, & Public Relations Committee -Karl Coleman

- a. Personnel Update (Discussion) Mr. Meyer has made a decision about the organizational structure and will put more thought into salaries. Mr. Meyer expects to make an announcement tomorrow. Nothing to report yet.
- b. Remote Work Policy (Discussion) Mr. Meyer noted this had been tabled due to the workman's compensation concern and quarantine time constraints. He suggested we table this until the pandemic is done.
- c. Circulation Policy (Action) Mr. Coleman spoke about the age restriction being removed from the cards for juveniles so they are able to check out anything in The Library. It will be the parent or guardians responsibility to monitor what the child checks out. Mr. Meyer added a return check fee and raised limits on the current loan periods to be in line with other libraries. Mr. Jones made a motion to accept the policy with the changes, Ms. Hunt seconded the motion. Clarification by Mr. Coleman that there are no more fines. Mr. Meyer also mentioned that he will strike the \$3.00 fee for a lost or stolen card. No further discussion. Mr. Coleman continued his motion to accept the policy with the

discussed changes. All in favor. The policy was adopted.

- d. Other (Discussion) Mr. Coleman has been appointed the PPPR chair and he accepted the position.

B. Finance and Properties Committee – Sofia Xethalis

- a. Special Meeting (Discussion) Ms. Xethalis was not present. The City Council approved the 2022 budget with just a few slight changes to the allocations. Mr. Meyer added that the \$300,000 will be moved into the capital fund this year vs. January of 2022.

C. Foundation Annual Meeting October 25 – Mark Sorensen

- a. Foundation Annual Meeting October 25 – Mr. Sorensen spoke about the background of the Foundation. The Foundation voted this year to pay over 26K for the new digital electronic sign for The Library. I just finished the Annual Appeal letter to be mailed out next week. Mr. Sorensen asked the members of the Board of Trustees to donate to the Foundation. Mr. Sorensen and his wife donated \$1,000.00 to the Foundation.

D. Friends of the Library – Rick Meyer

- a. November 4 Meeting (Discussion) Mr. Meyer stated that there were a few requests for funds and they were approved. The Friends had a second Saturday book sale. Mr. Meyer plans to ask formally for an annual grant for the Library instead of individual monthly requests. Mr. Coleman is the rep for the next meeting on December 9, 2021 at 4pm.

E. Illinois Heartland Library System – Rick Meyer

- a. Nominating Committee (Discussion) If anyone has any interest to serve on this board let Mr. Meyer know.

Old Business

Electronic Sign (Discussion) Mr. Meyer stated the sign will be out of production on December 2nd and he will arrange the installation soon.

Friends of the Library Relocation (Discussion) Mr. Meyer nothing new.

New Business

Approval of DeEtta Jones Contract (Action) Mr. Meyer stated the attorney did not have any issues with the contract. Ms. Brunner made a motion to accept the contract, Mr. Coleman seconded the motion. Discussion by Mr. Jones to clarify the payments are reflected in the budget. Ms. Carroll requested a roll call vote. Mr. Coleman, yes, Ms. Brunner, yes, Mr. Jones, yes, Ms. Hunt, yes, Ms. Carroll, yes. The motion was adopted. Mr. Meyer will submit the signed contract to DeEtta tomorrow. He will inquire about the starting date.

Approval of HR Source Management Evaluation Project Expenditure (Action) Mr. Meyer stated the performance evaluation for staff will be about \$15 thousand dollars, and the executive evaluation tool is about \$2500. Mr. Coleman made a motion to accept the contract, Mr. Jones seconded the motion. A discussion was held about the executive tool. The tool gives the Board of Trustees and Mr. Meyer a consistent evaluation format. Ms. Carroll requested a roll call vote. Mr. Coleman yes, Ms. Brunner yes, Mr. Jones yes, Ms. Hunt yes, Ms. Carroll, yes. The motion adopted.

2022 Holiday Schedule (Action) Mr. Meyer requested to add Juneteenth as a holiday. Election day The Library will close at noon on both June 28 and November 8, 2022. Mr. Coleman will send the dates to Mr. Meyer. Mr. Meyer stated he reserves the right to call an in-service day. The Library will close at noon on Christmas Eve and New Year's Eve. Mr. Jones made a motion to approve the calendar changes, Ms. Hunt seconded the motion. All in favor. The motion was adopted.

October 2021 Check Register (Action) A discussion was held about the check register. Ms. Hunt made a motion to accept, Ms. Brunner seconded the motion. Ms. Carroll requested a roll call vote. Mr. Coleman, yes, Ms. Brunner, yes, Mr. Jones, yes, Ms. Hunt, yes, Ms. Carroll yes. The motion was adopted.

Strategic Plan (Action) Mr. Meyer asked to extend the strategic plan one more year. Mr. Coleman moved to extend the plan one more year. Ms. Brunner seconded. All in favor. The motion adopted.

Work Related Travel (Action) Mr. Meyer stated the March 2022 Library Conference will be in Portland, Oregon. Mr. Meyer would like to send 2 trustees and 2 staff if you approve work related travel. Ms. Hunt suggested attendees be fully vaccinated and Travel arrangements be insured. Mr. Meyer will advise staff. The Library will pay for travel and lodging, with a spend limit for meals that will be reimbursed. Mr. Jones made a motion to resume work-related travel, seconded by Ms. Hunt. All in favor. The motion was adopted.

Other (Discussion) Mr. Meyer mentioned insurance for library staff is through the City of Decatur. It's a self-insurance fund. In October elective procedures picked up, and that might have some effect on the 2022 budget.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:41p.m. Ms. Brunner made the motion to adjourn, seconded by Mr. Jones. The motion was adopted.

Scribe,
Michelle Whitehead, Administrative Secretary
Approved 1/20/2022