



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 17, 2025 Meeting Minutes
Decatur Public Library
4:30pm

Location: Board Room

Board President: Karl Coleman **Board Members:** Sofia Xethalis, Emily West, Paula Cross, Ashley Petty, Blake Allison, Samantha Carroll, Kaylee Ledbetter

Present:

Karl Coleman
Samantha Carroll
Paula Cross
Ashley Petty
Emily West
Sofia Xethalis

Absent:

Blake Allison
Kaylee Ledbetter

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services, Rebecca Damptz, Head of Archives & Special Collections,

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:30pm.

Consent Agenda (Approval of Agenda; Approval of June 26, 2025 Regular Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. Ms. Cross made a motion to accept the consent agenda, seconded by Ms. Carroll. The agenda and minutes were approved by consent.

Public comments: None

Written Communications from the Public: None

Division Head Reports (Discussion)

Ms. Dampitz reported on the Puzzle Race that has 18 teams registered. The puzzle was created by Kasey Steiling. The 150th Celebration is on August 2. There will be bounce houses, free ice cream, food trucks, live music, a kid friendly environment. This is the same day as the YMCA backpack attack. Contact Ms. Dampitz to volunteer.

Ms. Henkel spoke about the specialization of the Librarians. Kasey Steiling has redirected her efforts to take on the marketing role for the Library. A new marketing procedure is being created. Media sources have been reaching in response to the promotional press releases. Patron incident tracking is being revised to make the workflows simpler.

Ms. Xethalis joined the meeting at 4:45pm

City Librarian's Report (Discussion) Mr. Meyer presented his report. He stated there is an applicant for the open Board position.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee – Ms. Carroll – No meeting.
- B. Finance and Properties Committee – Ms. Xethalis
 - a. Capital Needs (Discussion) Mr. Meyer stated one of the roof drains leaked into the ThinkWell area.
 - b. Furniture Project Update (Discussion) Mr. Meyer stated the reference desk is scheduled to be installed tomorrow. Still waiting to hear more about the security officer desk.
 - c. June 2025 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the Check Register, seconded by Ms. Carroll. Mr. Coleman requested a roll call vote. Ms. West yes, Ms. Carroll yes, Ms. Petty Yes, Ms. Cross yes, Mr. Coleman yes and Ms. Xethalis yes. The motion was adopted.
 - d. June 2025 Budget Actuals & Projection (Discussion) Mr. Meyer presented the budget details. There is a deficit based on the current prediction.
 - e. Illinois Funds Statement (Discussion) Mr. Meyer reviewed the statement.
 - f. Budget Process (Discussion) Mr. Meyer is meeting with council members to discuss an additional tax levy for the Library. Mr. Meyer will present the 2026 expenses to the Finance committee in September to be presented to the City Manager by October 1.
- C. Foundation – Mr. Meyer – No Report.
- D. Friends of the Library – July 10 meeting – Mr. Meyer stated there were several requests presented. They approved all of them. They are also working on a strategic plan
- E. Illinois Heartland Library System – Ms. Carroll reported is no longer on the Board. IHLS did get an electronic sorter.

Old Business

- A. Other (Discussion) Since Ms. Karsten resigned, a Secretary needs to be nominated.

New Business

A. Other (Discussion) No Discussion.

Adjournment

Ms. Xethalis made a motion to adjourn at 5:23pm., seconded by Ms. West. All in favor.
The motion was adopted.

Scribe,

Michelle Whitehead, Executive Administrative Assistant

Approved August 21, 2025