



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

September 18, 2025 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

Present:

Karl Coleman
Samantha Carroll
Paula Cross
Ashley Petty
Emily West
Sofia Xethalis
Kaylee Ledbetter
Peggy Ankrom

Absent:

Staff: Rick Meyer, City Librarian; Becky Damptz, Head of Archives and Special Collections

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:36pm.

Consent Agenda (Approval of Agenda; Approval of July 17, 2025 Regular Meeting Minutes)

(Action) Mr. Coleman requested a motion to approved the consent agenda. Ms. West made a motion to accept the consent agenda, seconded by Ms. Cross. The agenda and minutes were approved by consent.

Public comments: None

Written Communications from the Public: Mr. Meyer read a letter that he received, from a patron, regarding the Ellen Hopkins program.

Division Head Reports (Discussion)

Ms. Damptz spoke about the Ellen Hopkins Program.

City Librarian's Report (Discussion) Mr. Meyer presented his report. Mr. Meyer stated that the circulation numbers were down slightly. Mr. Meyer feels it is due to this August 2025 had one less business day than August 2024 and the Library was closed an additional day for the 150th Anniversary Party.

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee – Ms. Carroll – stated the committed going over the other half of the Management Personnel Handbook, and that Mr. Meyer was cleaning up the policy for management to review.

Reference and Readers Advisory Policy- Ms. Carroll requested a motion to accept the Program Policy as presented, seconded by Ms. Cross, all in favor. The motion was adopted.

Ms. Carroll stated the committee discussed the Public Awareness Campaign.

- B. Finance and Properties Committee – Mr. Meyer
- a. Capital Needs-(Discussion) Discussed the replacement of the Keyless Entry System for Decatur Public Library staff.
 - a. Furniture Project Update (Discussion) Mr. Meyer stated the project is now complete.
 - b. 2025 Check Register & Vendor Report (Action) Ms. Cross made a motion to approve the Check Register, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Xethalis yes, Ms. Ankrom yes, Ms. Ledbetter yes, Ms. Petty Yes, Ms. Cross yes, Ms. Carroll yes, Ms. West yes, and Mr. Coleman yes. The motion was adopted.
 - c. July 2025 Budget Actuals & Projection (Discussion) Mr. Meyer presented the budget details.
 - d. FY2026 Budget Draft Revision (Action) Discussed changes in the personnel line and real estate tax. Discussed City of Decatur study session on October 6. Ms. Xethalis made the motion to table the Budget Draft, seconded by Ms. Ledbetter. The motion was adopted.
- C. Foundation (Discussion) – Mr. Meyer – No Report.
- D. Friends of the Library –(Discussion) Ms. Carroll reported that donations are increasing. The sales numbers are good this year.
- E. Illinois Heartland Library System – No Report.

Old Business

- A. Other (Discussion) No Discussion.

New Business

- A. Other (Discussion) Mr. Meyer said that Angela Harper, Executive Administrative Assistant to the Mayor is going to arrange an interview with Mr. Meyer, the Mayor, and the Trustee Candidate Joren Martin.
- B. Public Awareness Campaign-Mr. Coleman made a motion to table the matter, seconded by Ms. Petty. The motion carried 8-0.

Adjournment

Ms Xethalis made a motion to adjourn at 5:26pm., seconded by Ms. Petty. All in favor. The motion was adopted.

Scribe,

Betti Jo Heckwine, Administrative Aide

Approved October 9, 2025