



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: August 20, 2020

Meeting time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Gregg Zientara

Michael Sexton

Susan Avery

Present:

Samantha Carroll

Sofia Xethalis

Amy Stockwell

Susan Avery

Gregg Zientara

Michael Sexton

Absent:

Guests: Mary Garrison and Jessica Hill

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Becky Dampitz

Alissa Henkel

Call to Order: Ms. Carroll called the meeting to order at 4:31 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Agenda & Minutes July 16, 2020 - Ms. Carroll asked for a motion to amend the agenda, to move the presentation by Mary and Jess from the new business section, to be directly after the written communications by the public. Ms. Stockwell made the motion to amend the agenda and it was seconded by Mr. Sexton. Ms. Carroll requested a roll call vote, Ms. Stockwell yes, Mr. Sexton, Ms. Avery yes, Mr. Zientara, and Ms. Carroll yes, unanimously approved.

Public Comment

None.

Written Communication from the Public

None.

Presentation on Library Social Work by Mary Garrison and Jessica Hill

Ms. Garrison and Ms. Hill gave an overview of the internship at the library. Among other things, Ms. Hill conducted a needs assessment survey. She shared a success story about a patron that she helped secure housing, find employment.

City Librarians Report

Mr. Meyer discussed professional and community committees and organizations served by Robert Edwards, Becky Damptz, Carol Ziese, and Alissa Henkel. He said that circulation and foot traffic numbers are down, the library seems to be reaching more people with virtual programs, especially the 7:00 o'clock story times. John Schirle took care of the copyright issues, publisher's clearance, and legalities for the 7:00 story times.

Division Head Reports

Robert Edwards, Assistant City Librarian/Circulation Manager, gave a brief overview of the Circulation Department, staff completed project on the mystery section, 57 patrons utilized the curbside service, 97 new library cards were issued, other libraries have been inquiring about e-cards and connecting with school. Robert has been working and meeting with the diversity committee and has conducted interviews for the open clerk position.

Becky Damptz, Head of Archives & Special Collections, reported Local History is open Monday – Friday 10:00 a.m. – 2:00 p.m., volunteers are back working except, Leann Grossman is back in the building and is doing all reference requests. They are almost done with the birth records, working on board minutes up to 2003, finished putting 85th oral history online and are working on the 86th record.

Alissa Henkel, Head of Programs, Resources & Services reported on progress with Patron Point—the communications tool recently implemented. She stated that Patron Point's consultant with whom she meets monthly has asked to use DPL as an example of good use of the program.

Mr. Edwards said Joann Stanbery retired after 44 years, we will miss her and are thankful for her years of service to the library.

Reports of Committees

Personnel, Policy & Public Relations Committee

None

Finance and Properties Committee

Ms. Stockwell said the committee reviewed the reports, voted to recommend that the check register be presented to the full board for approval, discussed the details of the largest purchase of \$42,000.00 to Illinois Heartland Library Association. Ms. Carroll requested a motion to approve the check register, Ms. Avery made the motion, seconded by Mr. Sexton. Ms. Carroll requested a roll call vote Ms. Stockwell yes, Mr. Sexton yes, Ms. Avery yes, Mr. Zientara yes, Ms. Xethalis yes, and Ms. Carroll yes. Discussed the budget reports and the process of adopting next year's budget.

There was discussion about the landscaping, Christie Foltz will till up the ground and replant the grass and the city is taking over the plantings.

Foundation Committee

None

Friends of the Library Committee

Mr. Meyer said the Labor Day Book Sale and the Book Between Bites was cancelled. DPL requested about six hundred dollars to cover the expenses of water and granola bars for the social worker to provide to homeless patrons, and some of the virtual programs that DPL is offering, all requests were approved. The Friends treasurer resigned due to relocation.

Illinois Heartland Library Systems

Mr. Meyer received a Share Executive Council report from Carol Ziese that was posting guidelines of handling of items and information for catalogers. Mr. Meyer said that other libraries are looking to DPL for guidance on such topics as e-cards and Patron Point.

Old Business

Diversity, Equity, and Inclusion

Mr. Edwards reported about his discussions with the directors at Belleville and Naperville. He met with Bruce Nims and discussed diversity, the library needs to establish the goals, what is best for the library and to work towards a policy to create benchmarks to check off when met. Mr. Nims recommended to have a committee that is diverse in skills, for example someone good with communication, marketing, and recruitment. Discussed possible diversity training opportunities.

Ms. Carroll discussed the Jr. High book club that Susan set up was a really big success.

Lost and Found Policy

Ms. Carroll requested a motion to accept the lost and found policy, Mr. Sexton made a motion to accept the policy, seconded by Ms. Xethalis.

Discussed and reviewed the old policy and compared to the new policy, how long to keep lost items, for 14 days, how to claim lost item, what is needed to claim the items, and some punctuation and language changes. Ms. Carroll requested a vote by roll call Ms. Stockwell yes, Mr. Sexton yes, Ms. Avery yes, Mr. Zientara yes, Ms. Xethalis yes, and Ms. Carroll yes.

Security Camera Policy

Ms. Carroll requested a motion to accept the security camera policy, Ms. Xethalis made the motion, seconded by Mr. Sexton.

Discussed changes made to the policy by removing repeated or unnecessary language. Ms. Carroll requested a vote by roll call, Ms. Stockwell yes, Mr. Sexton yes, Ms. Avery yes, Mr. Zientara yes, Ms. Xethalis yes, and Ms. Carroll yes.

New Business

Personnel Update

Mr. Meyer said that Joann Stanbery retired after 44 years, she will be missed. Joann's position is being covered by Betti Jo ½ of the day and by Shelby thru a temp service the other ½ of the day. It is an important position that needs to be filled correctly, and Mr. Meyer and Mr. Edwards wants to take time making the best decision to fill it.

The library hired 2 new ½ time Librarian assistants, Kristie Nikitin and Sheri Keller. The new ½ time Librarian assistants will be cross trained in Children's and Adult, and Sheri may be cross trained in Local History as well.

Mr. Edwards interviewed two internal candidates for the full-time clerk position, so someone is getting a promotion.

Board Openings

Mr. Meyer needs to get in touch with Mr. Coleman to see if he has filled out an application.

Serving Our Public 4.0: Standards for Illinois Public Library

Per Capita Grant Requirements

Has a chapter that needs to be discussed with the library board to receive the per capita grant, the requirements must be met by December, and the board must review the whole book. Mr.

Meyer and Ms. Carroll will discuss a strategy. Mr. Meyer will send a link to the Illinois Library Association Conference to the board members.

Adjournment

Ms. Carroll requested a motion to adjourn, Mr. Sexton made the motion, seconded by Ms. Avery. Ms. Carroll requested a roll call vote, Ms. Stockwell yes, Mr. Sexton yes, Ms. Avery yes, Mr. Zientara yes, Ms. Xethalis yes, and Ms. Carroll yes, unanimously approved, meeting is adjourned at 5:58 p.m.

Scribe,
Betti Jo Heckwine
Administrative Assistant

Approved
9/17/2020