



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: September 17, 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

Karl Coleman

Present:

Samantha Carroll

Sofia Xethalis

Amy Stockwell

Susan Avery

Michael Sexton

Karl Coleman

Gregg Zientara

Absent:

Guests: Lekiesha Byars, Shawn Schollen, Sarah, Beverly Dean

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Becky Damptz, Head of Archives & Spec. Col

Matt Wilkerson, Systems Administrator

Carol Ziese, Head of Technical Services

Shelby Kramer, Admin. Temp

Betti Jo Heckwine, Admin. Asst. Aide

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.

Swearing in of Board Member

Ms. Carroll swore in Karl Coleman as a new member of the Board of Trustees.

Agenda & Minutes August 20, 2020 - Ms. Carroll asked for a motion to approve the consent agenda, Ms. Stockwell made the motion, seconded by Mr. Sexton. Ms. Carroll requested a roll call vote, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes.

Patron Ban Appeal

Lekiesha Byars attended the board meeting to appeal her ban that she received from the Decatur Public Library, which was to restrict her from entering the library premises for one year. The board listened to Ms. Byars' appeal, discussed the circumstances with her, and thanked her for coming to the meeting. They discussed in detail the situation of her ban, the lack of a patron ban policy and then decided to table a decision on the appeal until the personnel committee could further review. Ms. Carroll requested a motion to table the appeal until October 1, 2020, Ms. Stockwell made the motion to table the appeal, seconded by Mr. Sexton, Ms. Carroll requested a roll call vote, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Ms. Xethalis yes, Mr. Zientara yes, Mr. Coleman yes, and Ms. Carroll yes.

Public Comment

None.

Written Communication from the Public

None.

City Librarians Report

Mr. Meyer said the library had good television coverage by WAND and WCIA in reference to the social work internship at the library. He gave some statistics and comparisons of August this year vs August of last year, stating there was a 23% decline in circulation. Foot traffic is down 56% but is slowly increasing. Governor Pritzker recently held a press conference at the library about the importance of the Census.

Division Head Reports

Robert Edwards, Assistant City Librarian/Circulation Manager, said the Administration office has been working on auditing the processing and procedures. About 1,654 patrons checked out, down approximately 27%. Two staff members passed the clerk exam and Shakera Powell was promoted to full time clerk.

Rebecca Damptz, Head of Archives & Special Collections, reported Local History has completed the oral histories except for 2, that will be completed in the next two weeks. Next big project is 5 x 7 glass photograph negatives, board minutes, and birth records will be completed by the end of the year.

Matt Wilkerson, Systems Administrator, moved library internet service provider from Comcast to IC. He purchased and configured ten laptops for staff to work in the building or at home, replaced patron computers. Matt and Chris are redesigning and working on the intranet.

Carol Ziese, Head of Technical Services reported all is back to normal, except Baker and Taylor's shipping is backed up, so T.S. has had time to catch up and work on other projects in between

receiving orders. She said Karen Williams' and Siobhan Carson's productivity has been amazing, they are both taking college classes, and their children and working remotely as well.

Reports of Committees

Personnel, Policy & Public Relations Committee

None

Finance and Properties Committee

Ms. Stockwell reported the Finance and Properties Committee discussed the check register, recommends the August 2020 check register be approved. Ms. Stockwell made a motion to approve the check register, seconded by Mr. Zientara. Ms. Carroll requested a roll call vote, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Ms. Xethalis yes, Mr. Coleman yes, and Ms. Carroll yes. Finance and Properties reviewed the projection reports, both point toward revenue slightly less and expenses less than budget. They looked at the first version of the budget for next year, and it will be the main topic at the next meeting and will have something to present at the next board meeting.

Foundation Committee

None

Friends of the Library Committee

Mr. Meyer said the Friends approved \$400.00 is programming support, as library staff requested.

Illinois Heartland Library System-SHARE Executive Council

Mr. Meyer did not have a report for the IHLS Chair Executive Council.

Old Business

Diversity, Equity and Inclusion

Mr. Edwards met with Bruce Nims regarding diversity, and reached out to Caterpillar and ADM, to see if they would share their diversity policies. Karen Lyons joined the committee meeting and discussed diversity, their Equity Task Force, they won a grant for community engagement, and will focus on interviewing a consultant at the next meeting, and he is waiting to hear back from DeEtta Jones and Associates.

Circulation Policy

Ms. Carroll requested a motion, Ms. Xethalis made a motion to review and accept if agreed, seconded by Mr. Coleman. Discussed the circulation policy and amendments to the policy, Ms. Carroll requested a motion, Ms. Xethalis made a motion to accept the policy with the amendment, changing one renewal, to 2-times and allowing for the possibility of automatic

renewals, seconded by Ms. Avery. Ms. Carroll requested a roll call vote Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Ms. Xethalis yes, Mr. Zientara yes, Mr. Coleman yes, and Ms. Carroll yes.

Local History Use of Room Policy

Changes reflect the change of department name, disallows bringing backpacks and purses, and states that there is no charge for research. Ms. Carroll requested a motion, Mr. Zientara moved to adopt Local History Use of Room Policy, seconded by Ms. Stockwell. Ms. Carroll requested a vote by roll call, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Mr. Zientara yes, Mr. Coleman yes, Ms. Carroll yes, Ms. Xethalis.

New Business

Personnel Update

Shakera Powell, promoted from half-time page to full-time clerk I. Lohri Cerny, part-time clerk II retired.

Board Openings

Two positions open, but no updates.

SERVING OUR PUBLIC 4.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Per Capita Grant Requirements

Requirements have not been published. New copies of the book are at the reference desk for each board member to pick up, or can be delivered by curbside delivery, Mr. Meyer will send an electronic copy as well, and the grant is due January 31, 2021. It is not a competitive grant; the library just has to meet the requirements to receive the grant. Ms. Carroll will split the chapters up amongst the board members, they will review, then have a special meeting to go over.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:48 p.m., Mr. Sexton made a motion to adjourn, Ms. Xethalis seconded it. Ms. Carroll requested a roll call vote, Ms. Stockwell yes, Ms. Avery yes, Mr. Sexton yes, Mr. Zientara yes, Mr. Coleman yes, Ms. Carroll yes, Ms. Xethalis.

Scribe,
Betti Jo Heckwine
Administrative Assistant
Edited by
Rick Meyer
City Librarian

Approved
10/15/2020