



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 21, 2025 Meeting Minutes  
Decatur Public Library  
4:30pm

**Location: Board Room**

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

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**Present:**

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

**Absent:**

Blake Allison

**Staff:** Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services

**Guests:** None

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

**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. Xethalis made a motion to accept the consent agenda, seconded by Ms. Carroll. The agenda and minutes were approved by consent.

**Oath of Office:** Board President Karl Coleman administered the oath of office to: Peggy Ankrom, Ashley Petty, Sofia Xethalis. Board introductions. Mr. Meyer will send the board an updated roster.

**Public comments:** None

## **Written Communications from the Public:**

### **Division Head Reports (Discussion)**

- Ms. Henkel spoke about a new partnership with Memorial Health for mental health kits for children. Memorial Health purchased books to add to our collection, for children to check out and provided a kit with a folder of resources and contact information, along with some sensory type toys, for the parents and children to keep.

**City Librarian's Report (Discussion)** Mr. Meyer presented his report. Mr. Meyer stated he was happy about the direction the library is going, with the increased numbers in circulation and the door count. Mr. Meyer, will e-mail a copy of the bar graph comparisons to the board.

### Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee – Ms. Carroll – discussed the Management Personnel Handbook, Ms. Carroll stated it was tabled.  
Program Policy- Samantha Carroll requested a motion to accept the Program Policy as presented, seconded by Paula Cross, all in favor. The motion was adopted.  
Gaming Room Policy-Samantha Carroll requested a motion to accept the Gaming Room Policy as presented, seconded by Ashley, all in favor. The motion was adopted.
- B. Finance and Properties Committee – Ms. Xethalis
  - a. Capital Needs-nothing to discuss.
  - b. Furniture Project Update (Discussion) Mr. Meyer stated a little piece of trim needs to be replaced, and the furniture project is basically done.
  - a. July 2025 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the Check Register, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Xethalis yes, Ms. Petty Yes, Ms. Ankrom yes, Ms. Cross yes, Mr. Coleman yes, Ms. Carroll yes, and Ms. West yes. The motion was adopted.
  - b. July 2025 Budget Actuals & Projection (Discussion) Mr. Meyer presented the budget details.
  - c. FY2026 Budget Draft (Discussion) Draft budget presented. Discussion held. Ms. Xethalis made a motion to present the budget to the City Council, seconded by Mr. Coleman. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Xethalis yes, Ms. Petty Yes, Ms. Ankrom yes, Ms. Cross yes, Mr. Coleman yes, Ms. Carroll yes, and Ms. West yes. The motion was adopted.
- C. Foundation – Mr. Meyer – No Report.
- D. Friends of the Library –(Discussion) Ms. Carroll reported, the Friends sponsored the Troy Taylor program, talked about Book Between Bites, and spoke about the Book Store two - year celebration. The Friends would like receive more book donations.
- E. Illinois Heartland Library System – No Report.

### **Old Business**

A. Other (Discussion) No Discussion.

**New Business**

A. Other (Discussion) No Discussion.

**Adjournment**

Ms. Carroll made a motion to adjourn at 5:53 pm., seconded by Ms. Petty. All in favor. The motion was adopted.

Scribe,

Betti Jo Heckwine, Administrative Aide

Approved September 18, 2025