



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

February 15, 2024 Meeting Minutes

Decatur Public Library

4:30pm

#### **Location: Board Room**

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**Board President:** Karl Coleman **Board Members:** Sofia Xethalis, Alana Banks, Jacobie Jones, Emily West, Elizabeth Rivera

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#### **Present:**

Karl Coleman  
Sofia Xethalis  
Emily West  
Jacobie Jones  
Elizabeth Rivera  
Alana Banks

#### **Absent:**

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

**Guests:** None.

**Call to Order:** Mr. Coleman called the meeting to order at 4:56pm.

**Consent Agenda (Approval of Agenda; Approval of December 13, 2023 Regular Meeting Minutes) (Action)** Mr. Coleman requested a motion to approved the consent agenda. No discussion. The agenda and minutes were approved by consent.

**Public comments:** None.

**Written Communications from the Public:** None.

**City Librarian's Report (Discussion)** Mr. Meyer presented his report and added that 189 kids enrolled in the 1,000 books before Kindergarten.

**Division Head Reports (Discussion)** Ms. Damptz reported on a request for information submitted for Local History. There was a collection addition, based on the request, involving the Ryman Institute in Los Angeles. Mr. Ryman resided in Decatur and was an animator for Disney and the Wizard of Oz among others.

Ms. Henkel reported there was a 39% increase in electronic circulation from last January to this January. A cap has been placed on Hoopla for audio books. Books will be seen that is more than \$2.99. This can be changed to suit the budget at any time. The average people read is 4 books per month.

Reports of Committees:

A. Personnel, Policy, & Public Relations Committee – Ms. Rivera

- a. Management Personnel Handbook Revision (Action) Ms. Rivera made a motion to accept the policy as presented, seconded by Mr. Jones. All in favor. The motion was adopted.
- b. Emergency Succession Plan (Action) No changes were recommended. Ms. Xethalis made a motion to accept the plan as presented, seconded by Ms. West. All in favor. The motion was adopted.
- c. Collection Development Policy (Action) No revisions were made. Ms. Xethalis made a motion to accept the policy as presented, seconded by Ms. Rivera.
- d. Selection of Marketing Firm (Action) Mr. Jones made a motion to accept the Clanin Marketing proposal, seconded by Ms. Rivera. Mr. Coleman requested a roll-call vote. Ms. Xethalis yes, Ms. Rivera yes, Ms. West yes, Mr. Coleman yes, Mr. Jones yes, Ms. Banks yes. The motion was adopted.
- e. DEI Committee (Discussion) The DEI committee meets on March 21. A board member will attend.

B. Finance and Properties Committee –Mr. Jones

- a. December 2023 & January 2024 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the check registers, seconded by Mr. Jones. Mr. Coleman requested a roll-call vote. Ms. Xethalis yes, Ms. West yes, Ms. Rivera yes, Ms. Banks yes, Mr. Coleman yes, Mr. Jones yes. All in favor. The motion was adopted.
- b. December 2023 & January 2024 Budget Actuals (Discussion) Mr. Meyer presented the budget actuals. Excess funds in the budget can be used. A budget adjustment can be made in June of 2024.
- c. Proposal from Today’s Business Solutions (Action) Ms. Xethalis made a motion to approve the TBS proposal as presented, seconded by Ms. Banks. Mr. Coleman requested a roll-call vote. Ms. Xethalis yes, Mr. Coleman yes, Ms. Rivera yes, Ms. West yes. All in favor. The motion was adopted.
- d. Donation of Furniture (Action) Ms. Xethalis made a motion to table this discussion, seconded by Ms. Banks. All in favor. The motion was adopted.
- e. Security Costs (Action) Mr. Meyer will continue to negotiate with the City to get funding for security. He will meet with legal counsel to complete a written agreement with the City regarding funding details. Mr. Jones made a motion to table the discussion, seconded by Ms. West. All in favor. The motion was adopted.

C. Foundation – Mr. Meyer – no meeting.

D. Friends of the Library – February 8 meeting. Mr. Meyer reported on the requests submitted by the Library. Mr. Coleman will reach out to board members regarding attendance at future FOL meetings.

E. Illinois Heartland Library System – Mr. Meyer gave an update and on the new fee

structure that will increase about 19%.

Ms. West left the meeting at 5:35pm

### **Old Business**

A. Open Trustee Seat (Discussion) No discussion.

### **New Business**

A. Approval of Pre-Bid Furniture Selection (Action) Ms. Xethalis made a motion to approve the bid, seconded by Mr. Jones. All in favor. The motion was adopted.

B. Acquisition of Art (Action) Mr. Coleman made a motion to amend the acquisition of art to just the painting and not the stained glass, seconded by Mr. Jones. The motion was adopted. Mr. Coleman made a motion to purchase the painting, seconded by Mr. Jones. All in favor. The motion was adopted.

C. 2024/25 Meeting Schedule (Action) Ms. Xethalis made a motion to approve the schedule as presented, Mr. Jones seconded the motion. All in favor. The motion was adopted.

### **Adjournment**

Mr. Jones made a motion to adjourn at 5:53pm., seconded by Mr. Coleman. The motion was adopted.

Scribe,

Michelle Whitehead, Executive Administrative Assistant

Approved 3/21/23