



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

April 18, 2024 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

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

Present:

Karl Coleman
Elizabeth Rivera
Jacobie Jones
Sofia Xethalis

Absent: Emily West, Alana Banks

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

Guests: Attorney, Mr. Jordan Klein

Call to Order: Mr. Coleman called the meeting to order at 4:40pm.

Consent Agenda (Approval of Agenda; Approval of February 15, 2024 Annual Meeting Minutes & March 21, 2024 Regular Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. Mr. Meyer requested to move the discussion with Mr. Jordan Klein to the beginning of the meeting, followed by the Illinois Heartland Library System Trustee Training Portal discussion. Ms. Xethalis made a motion to accept the agenda and minutes as adjusted, seconded by Mr. Jones. 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.

Division Head Reports (Discussion) Ms. Damptz reported on the ISHRAB reading project. Most maps are available, some still need to be stitched properly.

Ms. Henkel reported that a staff member, Ms. Yepsen, attended CHICO board meeting. She is also working on the Spanish translations for the Children's Dewey Decimal System, as well as, Spanish reading logs for the Summer Reading program.

Ms. Ziese reported that staff are in the process of material laundering the entire collection. This process helps find items with damage, errors, and shelf-read to be sure books are in order. All staff have completed the barcoding class. Stackmaps has been completed on the main floor. This allows patrons to locate a book. Ms. Ziese attended an AI conference via Library 2.0.

Reports of Committees:

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

- a. DEI Committee Report – Ms. Ziese reported on the use of SMART goals for the committee. Other cultural groups have been invited to attend the meetings.
- b. Art & Artifacts Acquisition and Display Policy (Action) Mr. Meyer updated the policy to state it will be reviewed every 3 years. Ms. Xethalis made a motion to accept the changes and approve the policy, seconded by Ms. Rivera. All in favor. The motion was adopted.
- c. Meeting Rooms Policy (Action) Mr. Meyer shared possible changes to the policy being presented. Ms. Xethalis made a motion to amend the policy to reflect 48 hours of free usage per calendar year, seconded by Mr. Coleman. All in favor. The motion was adopted. Mr. Coleman made a motion to make the amendment effective January 1, 2025, seconded by Mr. Jones. All in favor. The motion was adopted.
- d. Repurpose of Quiet Study to a Meeting Room (Action) Mr. Meyer stated there will be 2 bids on how the Quiet Study will be furnished. 1 bid as a quiet study, one as a conference room. Ms. Xethalis made a motion to table until the furniture bids can be reviewed. All in favor. The motion was adopted.

B. Finance and Properties Committee –Mr. Coleman

- a. March 2024 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the check register, seconded by Mr. Jones. Mr. Coleman requested a roll-call vote. Ms. Rivera yes, Mr. Coleman yes, Ms. Xethalis yes, Mr. Jones yes. All in favor. The motion was adopted.
- b. March 2024 Budget Actuals (Discussion) Mr. Meyer presented the budget actuals.
- c. Update on Donation of Furniture (Action) Mr. Jordan Klein discussed the options for sale of Library furniture within the law. The Library can hire a broker to help value and sell the furniture. Mr. Klein feels there could be complications by giving the furniture to the Foundation in hopes of getting additional funding to use for the Library. Mr. Meyer will reach out to a broker.
- d. Update on Security Costs (Action) Mr. Meyer stated no update is available. The key card access system needs to be replaced.
- e. Update on Furniture Bid (Action) The invitation bid was published last Friday. Final bids will be presented on May 3, 2024.

C. Foundation – Mr. Meyer – No meeting.

D. Friends of the Library – April 11 meeting. Mr. Meyer reported they approved the Library requests. They plan to vote on funding requests, one at a time, presented

monthly. Mr. Meyer will send out the dates of the meetings for the current year.

- E. Illinois Heartland Library System – Presentation by Anna Yackle and Leanne Furby on the new Trustee Training Portal.

Old Business

- A. Open Trustee Seat (Discussion) Mr. Coleman mentioned there are still open seats to be filled.
- B. DCEO Grant (Action) This is for the possible bookmobile from the State of IL. The subcommittee advised the Board not to accept the bookmobile because of the financial strain on the Library. Mr. Coleman made a motion to decline the grant for the bookmobile, Mr. Jones seconded the motion. All in favor. The motion was adopted. Mr. Meyer will notify the State Representative Sue Scherer.

New Business

- A. Other (Discussion) None.

Adjournment

Ms. Xethalis made a motion to adjourn at 6:10pm., seconded by Ms. Rivera. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Approved 5/16/23