



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

May 16, 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  
Alana Banks

#### **Absent:** Elizabeth Rivera

Jacobie Jones

**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, Matt Wilkerson, Head of Systems Administration

**Guests:** Mr. Mark Hubrich

**Call to Order:** Mr. Coleman called the meeting to order at 4:35pm.

**Consent Agenda (Approval of Agenda; Approval of April 18, 2024 Regular Meeting Minutes) (Action)** Mr. Coleman requested a motion to approved the consent agenda. Ms. Banks made a motion to accept the agenda and minutes. No discussion. The agenda and minutes were approved by consent.

**Public comments:** Mr. Hubrich stated that he has trouble with people interrupting him while he is using the computer, and that policies regarding eating and sleeping at the Library aren't being addressed.

**Written Communications from the Public:** None

**City Librarian's Report (Discussion)** Mr. Meyer presented his report.

**Division Head Reports (Discussion)** Ms. Damptz reported the State Archivists came and looked at the railroad maps. They were also given a tour of the archives. They invited the

Library to apply for additional grants.

Ms. Henkel reported the incident report committee has taken the access database and created an air table to document incidents and banning information to create awareness for staff.

Ms. Ziese reported staff have been working on Stackmaps. The app allows a patron to find the location of the book in the Library. The app can be used to check out the books without using the machine or stopping at the circulation counter.

Mr. Wilkerson stated that he and Chris Nihiser have replaced 15 staff computers and 12 patron computers, and updated software on several other computers. City Blue has installed 9 new printers. Watts will be picking up their computers in the next few weeks. Today's Business Solutions will be installing a new server on July 10 and 11<sup>th</sup>.

#### Reports of Committees:

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

- a. Library Building Use Policy (Action) Ms. Xethalis made a motion to table, seconded by Ms. West. All in favor. The motion was adopted.
- b. Library Records Confidentiality Policy (Action) Ms. Xethalis made a motion to accept the policy as presented, seconded by Ms. West. All in favor. The motion was adopted.
- c. DEI Committee (Discussion) Ms. Henkel reviewed the SMART goals that have been established. First is standardizing the hiring policy, alternate college degrees, job descriptions, inclusive environment as seen by staff, increased DEI collection, LGBTQIA plus safe space, culturally diverse programs and community partners, community advisory board with representative from at least 5 under represented members.

##### B. Finance and Properties Committee –Mr. Coleman

- a. Capital Needs (Discussion) Mr. Meyer discussed there were serious problems with the new roof project. The roof leaked a considerable amount in the Work Force area, and some in the Library.
- b. April 2024 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. West yes, Mr. Coleman yes, Ms. Xethalis yes, Ms. Banks yes. All in favor. The motion was adopted.
- c. April 2024 Budget Actuals (Discussion) Mr. Meyer presented the budget details.
- d. Resolution to Accept Furniture Bids, Proposals, Alternates (Action) Ms. Banks made a motion to accept the furniture resolution, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Banks yes, Ms. West yes, Ms. Xethalis yes. All in favor. The motion was adopted. The contracts will not be signed until the outstanding grant is determined.

C. Foundation – Mr. Meyer – No meeting.

D. Friends of the Library – May 9 meeting. No discussion.

E. Illinois Heartland Library System – No discussion.

#### **Old Business**

A. Open Trustee Seat (Discussion) Mr. Coleman stated there are still open positions.

B. Sale of Library Furniture (Action) Mr. Coleman made a motion to table, seconded by Ms. Banks. All in favor. The motion was adopted.

**Adjournment**

Mr. Coleman made a motion to adjourn at 5:20pm., seconded by Ms. West. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
Approved 9/19/24