



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

September 19, 2024 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

Board President: Karl Coleman **Board Members:** Sofia Xethalis, Emily West

Present:

Karl Coleman
Sofia Xethalis
Emily West
Blake Allison
Samantha Carroll
Alana Banks (Via zoom)

Absent:

Staff: Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, and Services, Matt Wilkerson, Head of Systems Administration

Guests:

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

Swearing in of Blake Allison, Samantha Carroll, and Alana Banks – Mr. Meyer swore in all members.

Consent Agenda (Approval of Agenda; Approval of May 16, 2024 Regular Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. Ms. Xehtalis made a motion to accept the agenda and minutes. Mr. Coleman requested a motion to approve Ms. Banks be able to attend the meeting via zoom. No discussion. The agenda, attendance, and minutes were approved by consent.

Public comments: None

Written Communications from the Public: A former City council person emailed Mr. Meyer and stated the Library should be talking to City Council about the budget.

Division Head Reports (Discussion)

Ms. Henkel reported on The Summer Reading challenge that was completed for adults, teens and children. The numbers are about the same, although Children's was slightly higher. The

Code of Conduct Committee is performing role play during the morning stand-up meetings to show how to use the Code of Conduct. The Incident Report Committee has released the Best Practices and will be presenting Library Use Guidelines soon. There is also a gaming policy committee who are working on what it will look like and what technology will be included.

Mr. Wilkerson stated the systems department replaced 29 monitors funded by a State grant. 10 of the old monitors were donated. City Blue replaced the Watts printers. Today's Business installed their print management with replaced Cassie.

City Librarian's Report May – August (Discussion) Mr. Meyer presented the August report and will email the May – July reports to the Board.

Reports of Committees:

A. Personnel, Policy, & Public Relations Committee – Mr. Coleman

- a. Software Use Policy (Action) Ms. Xethalis made a motion to accept the policy as written, seconded by Ms. Carroll. All in favor. The motion was adopted.
- b. Workplace Discrimination, Harassment, Violence, and Retaliation Policy (Action) Ms. Xethalis made a motion to accept the policy as presented, seconded by Ms. Carroll. All in favor. The motion was adopted.
- c. Meeting Room Policy Clarification (Action) Ms. Xethalis made a motion to table, seconded by Ms. West. All in favor. The motion was adopted.
- d. DEI committee (Discussion) No discussion.

B. Finance and Properties Committee – Mr. Coleman

- a. Capital Needs (Discussion) Mr. Meyer stated the roof is almost complete. There is also a project replacing the retaining walls. Unsure when that will be completed. There will be solar panels installed on the roof and a solar canopy in the parking lot. Mr. Meyer has requested the City install key cards for areas that pose a security risk. There should be a new chiller installed this fall. He has also asked for additional work to be done to showcase the Library for the 150th Anniversary.
- b. Furniture Project Update (Discussion) Mr. Meyer stated the internal work will start the week of Thanksgiving. Furniture will be moved around and then new furniture will be placed and finished around December 19th. Homework hangout will be taking some of the old furniture that will be removed.
- c. Sale of Furniture (Action) A few pieces will be maintained for history of the Library. Ms. Xethalis made a motion to sell the mid-century furniture, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Carroll yes, Mr. Coleman yes, Ms. Xethalis yes, Mr. Allison yes, Ms. West yes, Ms. Banks, yes. All in favor. The motion was adopted.
- d. May, June, July, August 2024 Check Registers & Vendor Reports (Action) Ms. Xethalis made a motion to accept the May through August Check Registers, seconded by Ms. Banks. Mr. Coleman requested a roll call vote. Ms. Carroll yes, Mr. Coleman yes, Ms. Xethalis yes, Mr. Allison yes, Ms. West yes, Ms. Banks, yes. All in favor. The motion was adopted.
- e. August 2024 Budget Actuals (Discussion) Mr. Meyer presented the budget actuals.
- f. 2024 Budget Projection (Discussion) Mr. Meyer presented the budget projection

with a possible shortfall. Mr. Meyer would like to add a hold locker, which is included in the budget

- g. FY2025 Budget Draft (Discussion) Mr. Meyer discussed the draft budget. The City Manager stated the City will make up a possible shortfall of \$20,000. Mr. Meyer will find out if the workers compensation is included in the insurance coverage.

C. Foundation – Mr. Meyer – No meeting.

D. Friends of the Library – September 12 meeting - Mr. Meyer stated they elected a new interim Vice-President and President. They approved funds, not to exceed \$50,000 to the 150th Anniversary events, that is minus what they already committed to previously.

E. Illinois Heartland Library System – Mr. Meyer gave an update on SHARE agreement. The fees were increased by 19%, and it's all inclusive.

Old Business

A. Open Trustee Seat (Discussion) Two additional trustee applicants will be interviewed September 24, 2024.

B. Furniture Grant Update (Discussion) The Library was not awarded this grant.

C. Decennial Committee on Government Efficiency (Discussion) There needs to be 2 meetings scheduled and held by law.

New Business

A. New Messaging Proposal from Clanin Creative (Action) Mr Meyer presented a power point presentation provided by Clanin. Ms. Xethalis made a motion to accept the proposal, seconded by Ms. West. All in favor. The motion was adopted.

B. Committee Appointments (Action) Mr. Coleman recommended tabling the Friends of the Library appointment. Mr. Coleman made a motion to appoint both Mr. Allison and Ms. Carroll to the Finance committee. Ms. Xethalis will come off of the Foundation Board, and Ms. Carroll will be installed on the Foundation Board. Ms. West seconded the motion. All in favor. The motion was adopted.

Adjournment

Ms. Xethalis made a motion to adjourn at 6:07pm., seconded by Ms. West. The motion was adopted.

Scribe,

Michelle Whitehead, Executive Administrative Assistant

Approved 10/18/24