



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

November 21, 2024 Meeting Minutes

Decatur Public Library

4:30pm

Location: Board Room

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

Present:

Karl Coleman
Blake Allison
Samantha Carroll
Paula Cross
Shiowa Karsten
Ashley Petty
Sofia Xethalis
Emily West

Absent:

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

Guests: none

Call to Order: Mr. Coleman called the meeting to order at 4:36pm.

Consent Agenda (Approval of Agenda; Approval of October 17, 2024 Regular Meeting Minutes) (Action) Mr. Coleman requested a motion to approved the consent agenda. Ms. Xethalis made a motion to accept the agenda and minutes, seconded by Ms. Cross. The agenda and minutes were approved by consent.

Public comments: None

Written Communications from the Public: None

Division Head Reports (Discussion)

Ms. Henkel gave an update on Hoopla usage. Budget adjustments will be made to take the cap off of Hoopla for 2025.

Ms. Ziese gave an update on the new Circulation counter coming soon. Ms. Ziese has been nominated as the Chair of the cataloging committee for SHARE. Interviews for the open position of the half-time clerk begin tomorrow.

Ms. Damptz gave an update on the 150th Anniversary Celebration.

City Librarian's Report October (Discussion) Mr. Meyer presented the October report.

Reports of Committees:

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

- a. Chair Appointment (Discussion) Mr. Coleman appointed Ms. Carroll as chair.
- b. Circulation Policy (Action) Ms. Carroll made a motion to accept the circulation policy as presented, seconded by Ms. Karsten. All in favor. The motion was adopted.
- c. Unattended Children Policy (Action) Ms. Carroll made a motion to approve the policy with stated changes, seconded by Ms. West. All in favor. The motion was adopted.
- d. Meeting Room Policy (Action) Ms. Xethalis made a motion to table, seconded by Ms. West. All in favor. The motion was adopted.
- e. Remote Work Policy (Action) Ms. Carroll made a motion to approve the policy as is, seconded by Ms. Petty. All in favor. The motion was adopted.
- f. DEI Committee (Discussion) Mr. Coleman stated the committee is no longer meeting regularly.

B. Finance and Properties Committee – Mr. Coleman

- a. Capital Needs (Discussion) Mr. Meyer reported that some of the ceiling tiles in the atrium were removed for safety purposes. Mr. Meyer stated the Library should be getting solar panels on the roof and in the parking lot.
- b. Furniture Project Update (Discussion) Mr. Meyer discussed the furniture schedule. Homework Hangout will take some of the old furniture that won't be sold at auction. Atwood Hammond Public Library may take some pieces. The City will also see about taking some of the old furniture items.
- c. October 2024 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to accept the Check Register, seconded by Mr. Allison. Mr. Coleman requested a roll call vote. Ms. Carroll yes, Mr. Coleman yes, Ms. Cross, yes, Mr. Allison yes, Ms. Karsten yes, Ms. Petty yes, Ms. Xethalis yes. All in favor. The motion was adopted.
- d. October 2024 Budget Actuals (Discussion) Mr. Meyer presented the budget actuals.
- e. 2024 Budget Projection (Discussion) Mr. Meyer presented the budget projection.
- f. FY2025 Budget Amendment (Discussion) Mr. Meyer stated the budget for 2025 is at approximately a \$17,000 deficit.
- g. Chair Appointment (Discussion) Ms. Xethalis will be the new chair for Finance & Properties.

- C. Foundation – Karl Coleman
 - a. Annual Meeting, October 29 – Mr. Coleman said the Foundation is discussing merging with the Friends of the Library, which is membership driven.
- D. Friends of the Library – November 14 meeting – Ms. Karsten noted they are trying to change their charter. They may hold a spring book drive. They plan to work with Neuhoﬀ Media to promote through radio spots.
- E. Illinois Heartland Library System – No report.

Old Business

- A. Other (Discussion) No Discussion.

New Business

- A. Election of Secretary (Action) Ms. Cross made a motion to nominate Ms. Karsten as Secretary, seconded by Ms. Petty. All in favor. The motion was adopted.
- B. Serving Our Public 4.0 – Rick Meyer (Discussion) Mr. Meyer reviewed the document with the Board in order to qualify for the per capita grant.
- C. Other (Discussion) Mr. Meyer met with the Illinois State Advisory Committee today. There are cuts being signaled for Library Services. It may affect 10 percent of the Library discretionary budget. Mr. Allison made a motion to move the Board of Trustee meeting to December 12, 2024 instead of December 19, 2024. Seconded by Ms. West. All in favor. The motion was adopted.

Adjournment

Ms. Xethalis made a motion to adjourn at 5:55pm., seconded by Ms. Carroll. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant
Approved 12/12/24