



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

May 15, 2025 Meeting Minutes  
Decatur Public Library  
4:30pm

**Location: Board Room**

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

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**Present:**

Karl Coleman  
Samantha Carroll  
Paula Cross  
Ashley Petty  
Kaylee Ledbetter  
Emily West

**Absent:**

Sofia Xethalis  
Blake Allison

**Staff:** Rick Meyer, City Librarian, Alissa Henkel, Head of Programs, Resources, & Services, Rebecca Damptz, Head of Archives & Special Collections, and Matt Wilkerson, Systems Administrator.

**Guests:** None

**Call to Order:** Mr. Coleman called the meeting to order at 4:34pm.

**Consent Agenda (Approval of Agenda; Approval of April 17, 2025 Regular Meeting Minutes) (Action)** Mr. Coleman requested a motion to approved the consent agenda. Ms. Cross made a motion to accept the agenda and minutes. The agenda and minutes were approved by consent.

**Public comments:** None

**Written Communications from the Public:** Mr. Meyer stated a FOIA had been received.

**Division Head Reports (Discussion)**

Ms. Dampitz reported that the Underground Railroad exhibit finished on April 30. It was well received by the public. Currently, there is an exhibit on Black History in Illinois, presented by Mt. Zion high school students, part of Rich Hansen's class on American Studies. This will be on display until July or August. The next 150<sup>th</sup> Celebration event will be on June 21<sup>st</sup>, The Clash of Generations. There will be a variety of video games to play. Archive Space is a catalog for all of the archived materials. This is searchable.

Ms. Henkel spoke about the ribbon cutting for the grand reopening event. There were 75 attendees. READiculous performed several shows, including a 1-hour performance for the 150<sup>th</sup> Celebration. In total, 648 people were served during all of the shows. Hoopla, Midwest Tape, was looking for spokespeople for their brand. DPL partnered with Hoopla and Midwest Tape, DPL to participate in a program providing free tablets for seniors. The tablets were loaded with requested technology by DPL staff. DPL staff also provided free tutoring to assist the seniors who received them.

Mr. Wilkerson spoke about system accomplishments. A new archive space server was added. New computers were added to the teen area. Several desktop computers were replaced by ones that are faster. The Library now has 11 servers. 52 gigabytes of email was purged earlier this year. There are over a million messages sitting on the server. Traffic counts from January to April show an increase of 7.2%, logins for patron computers went up 11% and minutes per person went up 10%. We have printed 45% more. You can print from home or your phone.

**City Librarian's Report (Discussion)** Mr. Meyer presented his report. Mr. Meyer intends to meet with Councilman Horn regarding the needs of the Library. He encouraged 1 or 2 Board members to attend this meeting.

#### Reports of Committees:

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

- a. Continuing Education and Travel Policy (Action) Ms. Carroll made a motion to approve the policy as presented, Ms. Cross seconded the motion. All in favor. The motion was adopted.
- b. Test Proctoring Policy (Action) Ms. Carroll made a motion to approve the policy with suggested changes, seconded by Ms. Petty. All in favor. The motion was adopted.
- c. Future Agenda Building (Discussion) A discussion about adding policies and the purpose for the committee moving forward.
- d. City Librarian Evaluation (Discussion) The Board stated the evaluation is complete and adding information about the timeliness of the review that can be added to the by-laws.
- e. There was a separate discussion also about how a patron appeal process is handled by the Board, and setting up a potential 2-person sub-committee.

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

- a. Capital Needs (Discussion) Mr. Meyer stated there is still trash on the roof. There was a leak in the water line to the refrigerator. Peerless came in to do some mold remediation. The air conditioning is working.

- b. Furniture Project Update (Discussion) Mr. Meyer stated the Children's reference desk and the security desk should be installed on Tuesday, May 20, and take 1 to 2 days. The adult reference desk does not have an installation date yet.
  - c. April 2025 Check Register & Vendor Report (Action) Ms. Carroll made a motion to approve the April Check Register, seconded by Ms. West. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Carroll yes, Ms. Petty Yes, Ms. Cross yes, Mr. Coleman yes, and Ms. West yes. The motion was adopted.
  - d. April 2025 Budget Actuals & Projection (Discussion) Mr. Meyer discussed the budget actuals.
  - e. City Librarian Compensation ((This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 © (1)) (Action)
- C. Foundation – Mr. Meyer – No Report.
- D. Friends of the Library – May 8 meeting – Ms. Carroll stated they have a Books Between Bites book club at 12:15pm in the Madden, the first Wednesday of the month. They are working on a strategic plan. They recently participated in a craft sale. They are doing a book drive on May 24<sup>th</sup>. They have 128 memberships. They had 352 volunteer hours for April. They sent books to the jail and the correction center.
- E. Illinois Heartland Library System – Ms. Carroll reported there is a new automated material handler in Edwardsville, Il. New board members will be announced soon. The initial budget review for the year was reviewed.

### **Old Business**

- A. Local History Collection Policy (Action) Ms. Carroll made a motion to accept the policy with suggested changes, seconded by Ms. Petty.

### **New Business**

Other (Action) Mr. Meyer stated a group has proposed adding analemmatic sundials to the Library outdoor space. Mr. Meyer will add this to the Property and Finance committee agenda for next month.

Shiowa Karsten has resigned from the Board of Trustees, leaving an open position.

### **Adjournment**

Ms. Carroll made a motion to adjourn at 6:00pm., seconded by Ms. Petty. All in favor. The motion was adopted.

Scribe,  
Michelle Whitehead, Executive Administrative Assistant  
Approved 6/26/25