



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

June 26, 2025 Meeting Minutes
Decatur Public Library
4:30pm

Location: Board Room

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

Present:

Karl Coleman
Samantha Carroll
Paula Cross
Ashley Petty
Sofia Xethalis
Blake Allison
Kaylee Ledbetter

Absent:

Emily West

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

Guests:

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

Consent Agenda (Approval of Agenda; Approval of May 15, 2025 Regular Meeting Minutes)

(Action) Ms. Xethalis requested a motion to approved the consent agenda. Mr. Meyer recommended moving the Art for Display discussion before Public Comments on the agenda, Ms. Carroll made a motion to accept the revised order of the agenda and minutes, seconded by Mr. Allison. The agenda and minutes were approved by consent.

Public comments: None

Written Communications from the Public: None

Division Head Reports (Discussion)

Ms. Dampitz reported on searchable archive space and gave a demonstration. This is not a live database yet.

Ms. Henkel spoke about the Summer Reading Program. It's up about 20% from last year. There has been a new glass case that showcases the prizes for the Adult/Teen and Children's Reading programs.

Ms. Ziese reported on cataloging, and database changes. There are yearbook collections and plat book collections. These are being changed to narrow down years. Jennifer attended the City Health Fair and got some new Library Card sign-ups. The Bibliographical standards committee is going to update the Gulf of Mexico to Gulf of America. Mr. Meyer stated Carol's staff is the foundation of the Library.

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

Reports of Committees:

- A. Personnel, Policy, & Public Relations Committee – Ms. Carroll
 - a. Photography and Video Policy (Action) Ms. Carroll made a motion to approve the policy as presented, Ms. Ledbetter seconded the motion. All in favor. The motion was adopted.
 - b. Staff Social Media Policy (Action) Ms. Carroll made a motion to approve the policy with suggested changes, seconded by Ms. Cross. All in favor. The motion was adopted.
 - c. City Librarian Evaluation (Discussion) No discussion.
- B. Finance and Properties Committee – Mr. Coleman
 - a. Capital Needs (Discussion) Mr. Meyer stated the trash has been removed from the roof. The roof drain repairs have been completed.
 - b. Furniture Project Update (Discussion) Mr. Meyer stated the reference desk is scheduled to be installed in July. The other furniture repairs are still in progress.
 - c. May 2025 Check Register & Vendor Report (Action) Ms. Xethalis made a motion to approve the May Check Register, seconded by Ms. Cross. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Carroll yes, Ms. Petty Yes, Ms. Cross yes, Mr. Coleman yes and Ms. Xethalis yes. The motion was adopted.
 - d. Illinois Funds Statement (Discussion) The Board reviewed the statement.
 - e. May 2025 Budget Actuals & Projection (Discussion) Mr. Meyer discussed the budget actuals.
 - f. CityBlue Revised Agreement (Action) The revised agreement provides enough ink per month, and still at a reduced cost than what the Library was paying Watts. Ms. Xethalis recommended to accept the revised agreement, seconded by Ms. Cross. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms.

Carroll yes, Ms. Petty Yes, Ms. Cross yes, Mr. Coleman yes and Ms. Xethalis yes. All in favor. The motion was adopted.

- g. Solar Clock (Discussion) Mr. Meyer stated the Solar Clock would be referred to the City for review. The clock would be placed in the green space and that is City property.
- h. City Librarian Compensation ((This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 © (1)) (Action) Ms. Xethalis made a motion to go into closed session at 5:22pm. The committee ended closed session at 5:35pm. Mr. Coleman made a motion to increase the City Librarian salary to \$125,054.00 retroactive to January 1, 2025, second by Ms. Xethalis. Mr. Coleman requested a roll call vote. Ms. Ledbetter yes, Ms. Carroll yes, Ms. Petty Yes, Ms. Cross yes, Mr. Coleman yes and Ms. Xethalis yes.

C. Foundation – Mr. Meyer – No Report.

D. Friends of the Library – June 12 meeting – Mr. Meyer stated the 150th Anniversary committee asked them to move some money around and they agreed. They are working on a strategic plan.

E. Illinois Heartland Library System – Ms. Carroll reported for both May and June. She attended the meet and greet. Her last meeting was Tuesday. She toured the IHLS facility. They held their elections. The Directors were approved.

Old Business

A. Other (Action) Ms. Carroll mentioned there are shirts for sale that the Board can purchase. She also attended a City Council meeting and read her Love Letter to the Library. Mr. Meyer stated that he is going to reach out the City Council to make a proclamation for the 150th Anniversary of the Decatur Public Library, which was a suggestion from Jason Butterick.

New Business

A. Art for Display (Action) Ms. Dolly spoke about donating a piece of art on loan for display. Ms. Cross made a motion to accept the art piece in accordance with the loan agreement to be displayed in the Library, seconded by Ms. Carroll. All in favor. The motion was adopted.

B. Other (Discussion)

Adjournment

Ms. Xethalis made a motion to adjourn at 5:30 pm., seconded by Ms. Carroll. All in favor. The motion was adopted.

Scribe,

Michelle Whitehead, Executive Administrative Assistant

Approved 7/17/25