

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: September 18, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President)
Susan Kruml
John Phillips
Eugene King
Mark Sorensen
Garry Davis
Dr. Priscilla Palmer
Donna Williams

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Absent:

1. Call to order

Meeting called to order by Mr. Alpi at 4:31 p.m.

2. Agenda

Motion to approve the agenda made by Dr. Palmer, seconded by Mr. King, unanimously approved

Minutes of Previous Meeting

Motion to approve the minutes with typo corrections and the removal of the resigned board member's name from the minutes, made by Mr. Sorensen, seconded by Mr. King, unanimously approved

3. Communications from the Public

None

4. City Librarian's report

Mr. Meyer gave an overview of Library operations for the month of September. Mr. Meyer stated that the Library had submitted grant proposals to the Hardy and Whinnery Trusts. He said that Mr. Edwards and some of the Circulation staff had attended the Frontlines staff development

conference in Springfield. He also stated that visits to the library and circulation checkouts were down in August, the maintenance staff had assisted the Friends in their annual book sale and there were approximately 1450 sign-ups for the summer reading program who finished (which was a good ratio). Mr. Phillips asked about the water problem in the Madden. Mr. Edwards explained the sewer backup during the heavy rain. There was discussion about the sewer and possible solutions. Mr. Alpi suggested looking into installing a check valve. Mr. Meyer said that there had been several compliments about the WWI display. He informed the committee that Adult Services had stepped up weeding efforts and that other departments were helping out in a short staffed Adult Services. Dr. Palmer asked about the Whinnery and Hardy trusts. Mr. Meyer and Mr. Edwards explained that the Whinnery is used for advancing the large print collection and the Hardy was typically used for Local History and digital projects.

5. Personnel, Policy and Public Relations Committee

Mr. King stated that the Personnel, Policy and Public Relations Committee had met during the month of September. Mr. King said that there had been discussion about library policies at the meeting, the committee agreed to bring three policies to the full Board for review.

Arts and Artifact Policy

Mr. King stated that the committee had concluded that the Arts and Artifacts policy should remain as is. Mr. Meyer said that he was looking to review policies every 3 years, except the collection development policy which could be reviewed every 2 years. Motion to approve review of Arts and Artifacts policy by Mr. Phillips, seconded by Mr. Sorensen, approved unanimously

Computer Policy

Mr. King stated that there were two computer-related policies in their packets to review. Mr. Meyer explained that the Library essentially had two computer policies. He said that one of the computer policies was revised in 2013. He said that the committee had reviewed the policies and he advised that one of the policies be eliminated. There was discussion about the two policies. Motion by Mr. Sorensen to delete the policy dated May, 2010 and retain the Computer Use Policy dated February 2013, seconded by Dr. Palmer, approved unanimously

Building Use Policy

Mr. King said that the Building Use policy includes the use of the display cases and the gallery, the policy was last modified February, 2000. Mr. Meyer said that he believed the consensus of the committee was to leave the policy as is. Motion by Dr. Palmer to approve the Building Use policy, seconded by Mr. Sorensen, approved unanimously

Exempt Status

Mr. Meyer informed the Board that four staff that had been made exempt, Rick Meyer, Robert Edwards, Catherine Gross, and Alissa Henkel. He mentioned that others were under consideration. He said that he had sent the job descriptions to the City, but he had not heard back. Mr. Sorensen said that he thought the exemptions should be listed by title instead of name. Motion made by Mr. Sorensen to approve that the positions listed, the City Librarian, the Assistant City Librarian, the Children's Division Head and the Adult Services Division Head be made exempt, seconded by Dr. Palmer, approved unanimously

Mr. King said that there were other dates and codes that needed to be discussed in relation to the by-laws. Mr. Meyer said that he would contact City Manager, Ryan McCrady for updates.

6. Finance and Properties Committee

Mr. Alpi stated that the Finance and Properties committee had met in September. He said that there was a copy of the check register in the Board packets that had been discussed by the committee. Mr. Phillips asked about the Herald and Review line. Mr. Meyer answered that it was for advertising. Motion by Mr. King to approve the check register, seconded by Dr. Palmer, approved unanimously

Mr. Meyer discussed the budget sheet and line items. He said that some monies were moved to other lines. Mr. Phillips asked about tax payments to the Library. Mr. Meyer answered that the second payment had not been posted yet. Mr. Meyer discussed proposed budget submission to the City and his interaction with the City Finance. There was discussion about the Library budget. Mr. Phillips asked if the board wanted to go forward with the budget in front of them. Mr. Meyer said that the City had seen his numbers and the budget was due the next day September 19, 2014. The several board members said that Mr. Meyer had done a good job with the budget. There was more discussion about the budget. Motion to approve the 2015 budget presented by City Librarian, Rick Meyer made by Dr. Palmer, seconded by Ms. Kruml, approved unanimously

7. Illinois Heartland Library System (IHLS)

Mr. Edwards gave a brief overview of recent events at IHLS. He said that the review of policies was the biggest item being reviewed.

8. Friends of the Library

Mr. Alpi said that he would like to congratulate Amy McEvoy and the Friends on a successful annual sale, which was close to \$14,000. Mr. Sorensen said that Friends had done tremendous amount of work with the book sale. He said that the Friends had over \$100,000 saved, they were holding out to see what their needs would be if they had to move. He said that they had said that they had concerns about the building commission. He said that their next meeting was October 9, 2014.

9. Decatur Public Library Foundation

Mr. Phillips said that some of the members had resigned and the Foundation Board was looking for new members. He said that there was a list for approval. Mr. Phillips said some of the names that were being considered. He moved that the Board approve the list of names presented Carol Craig, Josh Rohrscheib, Dick Doris and Teena Zindel-McWilliams, approved unanimously

10. Other

Local History

Mr. Alpi discussed the recent updates with the Local History project. He said that they had met with the construction company and discussed options to save money. He said that Jeff Haley is meeting with Director Meyer and staff to arrange floor plans. He discussed the timeline and said that he thought the project was on track.

Library Building

Mr. Alpi informed the Board that they have had several meetings with the finance committee to discuss the 2 options presented by the building commission. He said that so far neither side has been able to make the numbers work. He said that presently they are looking at another option; they will need to check with an attorney. He added that they believed that they have under-utilized assets at the library and they believed that things might be able to work out for the Library. Mr. Phillips expressed his dissatisfaction with the false and negative rumors about the Library, County and Building Commission. He said that some of the statements such as the Children's department would be moved were lies. Mr. Alpi said that the Library Board was attempting to find a sustainable solution with long-term benefits.

11. Standards for Illinois Libraries

Mr. Meyer discussed the Chapter 12: Safety in the Core Standards for libraries in Illinois. He said that a workgroup had been formed and had met to discuss present issues. He discussed the staff meeting October 3rd with the Black Belt Librarian. He said that this was one core standard that the Library still needed to work on.

12. Public Comment

None

Meeting Adjourned

Motion to adjourn by Mr. King, seconded by Dr. Palmer
Meeting adjourned at 5:29 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 10/16/2014