

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: May 18, 2017

Where: Board Room

In Attendance: John Phillips (President)
Michael Sexton
Gregg Zientara
Mark Sorensen
Donna Williams
Aaron Largent

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

Absent: Paula Heinkel, Jennifer Sykes, Keyria Rodgers

Guests:

Communications from the Public

Mr. Meyer discussed an email from the public with concerns about library expenditures.

Call to Order:

Mr. Phillips called the meeting to order at 4:34 pm

Agenda

Motion to approve the agenda by Mr. Largent, seconded by Mr. Sexton, unanimously approved

Minutes

Motion to approve the minutes with the change to Mr. Meyer's name by Mr. Largent, seconded by Mr. Sorensen, unanimously approved

Motion to approve special minutes by Mr. Largent, seconded by Mr. Sexton, unanimously approved

City Librarian's report– Director Rick Meyer

Mr. Meyer reported that there had been a lot going on during the month of April. He reported that staff member Rebecca Damptz had been appointed as a member of the Historical and Architectural Sites Commission by Mayor Julie Moore-Wolfe. He said the circulation of materials continued to slightly decline, staff had been working diligently on the RFID tagging and READiculous was scheduled to do two presentations at the upcoming Illinois Library Association (ILA) meeting.

Friends of the Library

Mr. Largent reported that the Friends of the Decatur Public Library approved the funding for the adults reading program. He said Mr. Meyer did great job giving his presentation of the strategic plan to the Friends group.

Foundation

No meeting. Mr. Phillips stated that there was a June 1 meeting scheduled they were waiting for confirmation of dates and who could attend.

Personnel, Policy & Public Relations Committee

Mrs. Sorensen stated that there were no meetings the previous month, so there was no report. He said he would be meeting with Mr. Meyer to discuss his evaluation.

Finance and Properties Committee

Check Register

Mr. Meyer reported that the expenditures for the J. D. Vance was listed. Motion to approve the check register by Mr. Largent, seconded by Mr. Sorensen, unanimously approved

Budget Update

Mr. Meyer reported that the library budget was looking at surplus at the current pace. He reported that more RFID tags had been ordered at a discount price. He said the Professional Services line was running over budget, partly because of expenses for the labor negotiations, the strategic planning consultants and the JD Vance program. He reported that he had hired a business coach, Mark Sturgell to have customer service consultations with staff. Mr. Sorensen asked for additional discussion on the budget forecast, he said that there were times in the past the library had forecasted a surplus, but had come up short. There was discussion about carryover and tax payments from the City. Mr. Zientara discussed the carryover that the City used to cover library expenditures until tax payments were made available. There was discussion about the reserve options and use of funds.

RFID

Mr. Meyer talked about RFID implementation, giving praise to Mr. Edwards, Mr. Wilkerson and M. Ziese for having done a great job as the project team. He stated that there was some disappointment with responses from Bibliotheca and their appointed project managers. He said the automated materials hander implementation was pushed back until June 2nd, 2017. There was discussion about customer service.

Strategic Plan

Mr. Meyer updated the board on the meetings to inform staff. There was more discussion about the strategic plan. Motion to adopt the strategic plan by Mr. Zientara, seconded by Mr. Sexton, unanimously approved

Trustee Candidates

Mr. Phillips said there were three new openings coming up for the board. The board discussed individuals that could possibly serve on the board. Mr. Phillips spoke about the recommendations. There was discussion about diversity. Mr. Sorensen stated that they should recommend the candidates for replacements and the reappointment of Mrs. Williams. Mr. Sexton asked about the process. There was discussion about the process of bringing on new board members.

Motion to recommend Ms. Williams for reappointment, the selection of Dr. Ngozi Onuora as a board member and replacement for the leaving board members by Mr. Largent, seconded by Mr. Zientara, unanimously approved

Illinois Heartland Library System (IHLS)

Mr. Phillips said the board had met twice, there was a lot of discussion about budgets and budget strategies. He mentioned that the Decatur Public Library may be asked to increase the amount that they paid for the membership. There was discussion about the IHLS.

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Chapter 10: Public Services: Marketing, Promotion, and Collaboration

Mr. Meyer stated that marketing planning was under way. He talked about some of the marketing bullet points from the marketing committee. Mrs. Williams asked about the library's use of social media. Mr. Meyer talked about library's approach to the social media. Mr. Sorensen said that he appreciated Mr. Meyer's email blast about library programs.

Public Comments

None

Adjournment

Motion to adjourn by Mr. Largent, seconded by Mr. Sorensen, unanimously approved at 5:15 pm

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 6/15/2017