

REGULAR MEETING AGENDA
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Thursday, August 18, 2011

4:30 p.m.

Decatur Public Library Board Room

- I. Call to order – Teena Zindel-McWilliams -- President
- II. Approval of agenda
- III. Approval of minutes for July 21, 2011 regular meeting
- IV. Communications from the public
- V. City Librarian's report – Lee Ann Fisher
- VI. Reports of committees
 - A. Personnel, Policy & Public Relations Committee – Eugene King
 - i. Employment/Appointment Matters: Closed Session (5 ILCS 120/2(c)(1))

I move that the Board enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

- ii. Other

- B. Finance and Properties Committee – Carol Craig

- i. Approval of bills for July 2011

- ii. Budget Report

- iii. Other

- C. Illinois Heartland Library System

- i. Director Search

- ii. Other

- D. Friends of the Library

- i. Mary Gendry – August 11, 2011

- E. Foundation

- i. Meeting is scheduled for August 25, 2011 at 4:30 p.m.

- ii. Other

- VII. New Business

- A. Trends in Public Libraries

B. Survey samples

C. Other

VIII. Old Business

A. Mark Sorenson's

i. Mission Statement for Local History

ii. Collection Development Policy

B. Dates for Long Range Plan planning sessions

C. Other

IX. Serving Our Public 2.0: Standards for Illinois Public Libraries:

Chapter 9: Programming

X. Public comments – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes.

No immediate response will be given by the Library Trustees or Library staff members.

XI. Adjournment

DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Meeting Minutes
August 18, 2011

I. CALL TO ORDER:

Teena Zindel-McWilliams, president called the meeting to order at 4:39 p.m. Members present: Michael Deatherage, Mary Gendry, Gail Crookshank, Jim Alpi, Edward Costa and Carol Craig. Eugene King was absent. Staff present: Lee Ann Fisher, City Librarian and Karen Bjorkman, Asst. City Librarian.

II: AGENDA

Approved as presented.

III. MINUTES:

Motion by Mr. Deatherage and seconded by Mrs. Crookshank to approve the July 21, 2011 minutes as amended. Motion carried unanimously.

IV. COMMUNICATIONS FROM THE PUBLIC:

None

V. CITY LIBRARIAN'S REPORT:

Ms. Fisher stated that her monthly report would be emailed to the board members. She reported that the City parked a number of items in the library parking lot during Celebration. Lori Sturgill of the Decatur Celebration has been contacted 3 times and asked to have the cooking oil that was stored at the end of the parking lot removed. The City did run the sweeper through the parking lot at the end of Celebration. Calling board replacement suggestions.

VI. REPORTS OF COMMITTEES:

Personnel, Policy, and Public Relations Committee:

Motion by Mrs. Zindel-McWilliams and seconded by Mrs. Gendry at 4:40 p.m to go into closed session for 5 ILCS 120/2(c)(1) "I move that the Board enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body".

Motion by Mrs. Zindle-McWilliams and seconded by Mrs. Gendry at 4:45 p.m. to return to open session.

Finance and Properties Committee:

Motion by Mr. Costa and seconded by Mr. Alpi to approve the bills for July 2011. Motion carried on a roll call vote yes.

Budget was presented for discussion.

Ms. Fisher stated that she had released the book budget as of August 1, 2011

Illinois Heartland Library System:

Interviewed 4 candidates for the director's position and will announce the new director on August 23, 2011. Joan Bauer will be replacing Jo on the LLSAP (Local Library System Automation Program); Joan started July 15, 2011. With the 3 other LLSAP's they have submitted an RFP (request for proposals) due early September about a combined automation system for the entire system. Various committees are meeting to determine the next step.

Friends of the Decatur Public Library:

Mrs. Gendry notified the board that they are now all members of the Friends.

They are getting everything ready for the annual Labor Day book sale. The plans are to take 66 pallets which will be the largest they have ever had. The boy scouts received 6 counterfeit \$20.00 bills at the Decatur Celebration when they were monitoring the parking lot.

Ms. Fisher stated that the library has instituted preventive measures to check all \$20.00 bills received in circulation.

Foundation:

The next meeting is August 25, 2011, at 4:30 p.m.

VIII. NEW BUSINESS:

Ms. Fisher presented the list of Future Library Trends to the board. Mrs. Zindel-McWilliams requested that she explain each of the trends on the list. 1. Continued funding issues: the lack of funding available for basics will continue to be an issue because of the lack of employment, slump in the housing market and the lack of revenue to cities. Competition for grants has increased as more and more agencies apply for fewer dollars. Cuts at both the Federal, State and City level will continue to impact libraries as request for services increase and the dollars are not available to support today's services and will probably not be available for several years. 2. New technology: changes in everything from e-readers to down loadable materials will continue to increase. Take for example the changes from video to DVD to Blue-Ray and the changes in the last few years in computer technology. 3. Training for both patrons and staff on new technology: Cross training is needed more and more to keep staff abreast of changes in technology and with the continuing decrease in funding the dollars are not available for staff training. Staff are expected to provide training to patrons on how to use the new technologies. More and more emphasis is being placed by companies and organizations for incoming employees to be computer literate and for many people the only place they can obtain the training is at the local public library. 4. Self-service, both check-out and reference. People don't want to spend time waiting in line for assistance in checking-out materials and they want to be able to pay their fines

using an ATM card. They want to have reference service available 24/7 through their computer connection at the library. To be satisfactory self-service needs to cover all the materials they are checking out and not just books. 5. Digitization: They want to be able to access materials from Local History, government documents, full text articles and other items directly and not have to request help. This requires not only a scanning of materials to digital format but an excellent cataloging process to have them easily accessible. 6. Resource sharing and collaboration. Collaboration with other non-profits so that the library is not in competition for funding dollars and is in a position to provide the greatest possible service to the patron. Breaking up the super-desk into a smaller configuration to provide a greeter service and a reference service and give patrons the best of both worlds. 7. Interactive social networking (twitter, Facebook, texting). Younger patrons do almost everything online. The library is beginning to use QR (Quick Response) codes to access information and dozens of other functions. This may require a half-time marketing person to handle the technological aspects of the younger generation and a decision on what image the library wants to project. 8. Aging and diverse population: More middle class are using the services of the library as the gap is widening between the population that can afford everything and the average patron. As the population ages services will need to be provided in a more personal system to patrons in the senior areas of the population as opposed to the younger generation. The changing diversity of the population will need to be addressed and it may be required that reference librarians be fluent in more than one language. 9. Free educational opportunities (programs and computer classes: Brushing up on job skills for patrons who are not entirely computer literate and having staff that can provide the educational opportunities and having a method to certify that patrons completing the course are computer literate in a specific area. Increasing availability of entertainment for adults, young adults, children and seniors in the formats that they are wanting them in. 10. Access to everything: In some form online, digital and print. Individual attention that we are currently providing through the Reserve a Librarian program. More menu type selections through the continuing updating of the library web offerings.

Mr. Deatherage asked about the diverse population. Ms. Fisher stated that other libraries are bringing in vendors to explore their own databases. What are other libraries doing? Some do their own studies on what their area needs are as an in-house application. We are doing advance planning for exhibits and going out 18 months to try to have 2 exhibits scheduled per year. Classes offered with one staff member to be in charge with pieces given to other librarians to fill in the gaps.

Survey samples are in the notebook and the committee will be meeting to put together the components that Decatur Public Library needs. Currently we are a year past-due in completing a survey. The email component would need to be slightly different from a telephone survey. Ms. Craig asked if the library could coordinate a mail survey with the bills the city sends out or with another company that does billings to the Decatur population. Ms. Fisher replied that she has put together a small committee to focus on various questions for the survey. Mr. Alpi mentioned having small focus groups at other locations and having the school send something home with the students. Ms. Fisher mentioned something on power-point that could be put out on channel 18 through the city TV site. Question of which survey to use? Mrs. Gendry suggested that someone from Millikin work with library staff to develop the survey. Ms. Fisher will have a meeting in September with Sharon Alpi.

IX. OLD BUSINESS:

Motion by Mrs. Crookshank and seconded by Mrs. Gendry to approve the Mission Statement and Collection Development Policy for the Local History Room developed by Mark Sorensen. Motion carried unanimously.

Mr. Deatherage stated that the Mission Statement did not include physical objects. Ms. Craig stated that it does not preclude because it stated "Not limited to." A letter needs to be developed with a disclaimer that indicates the library does not place a value on the item donated and is not responsible for determining the value of the donation. Mr. Costa asked what the next step was and Ms. Fisher replied that she would ask Mr. Sorensen to develop the thank you letter for donations with the disclaimer.

Board set dates for Long Range Planning as September 7, 2011, and September 28, 2011, from 4:30 p.m. to 6:30 p.m.

Ms. Zindel-McWilliams asked if Building and Grounds was where we wanted to start. What do we want Ms. Fisher and the staff to have ready for us to work on. Mr. Alpi was concerned with maintenance, adaption, and continuing space needs. Some of the items in the outline are not space related. Ms. Craig asked where the needs are driving technology. Ms. Zindel-McWilliams suggested that we start with 4 specific areas: Technology, Programming, Collection Development and Funding. Mr. Deatherage stated that there was a need to meet with the City about the future trends in funding for the library. Maybe in place of expanding we should be looking at downsizing. Ms. Craig suggested that Ryan McCrady and Ron Neufeld appear briefly at the next board meeting. Ms. Zindel-McWilliams will contact Mr. McCrady.

X. SERVING OUR PUBLIC:

Serving Our Public 2.0: Standards for Illinois Public Libraries: Chapter 9: Programming. Public Services: Reference and Reader's Advisory Services. Ms. Fisher stated that we excel at meeting the requirements. Ms. Fisher answered questions about out senior services and home delivery.

XII. COMMENTS FROM PUBLIC:

None

XIII. ADJOURNMENT:

Motion by Ms. Craig and seconded by Mr. Deatherage to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 6:15 p.m.

Respectfully submitted,
Karen Bjorkman
Assistant City Librarian

Pending approval September 15, 2011.