

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: February 16, 2017

Where: Board Room

In Attendance: John Phillips (President)
Aaron Largent
Donna Williams,
Gregg Zientara
Jennifer Sykes
Keyria Rodgers
Mark Sorensen
Michael Sexton

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

Absent: Paula Heinkel

Guests:

Communications from the Public

None

Call to Order:

Mr. Phillips called the meeting to order at 4:33 pm

Agenda

Motion to approve the agenda with the change of the Personnel, Property and Public Relations section being moved to top of the agenda by Mr. Largent, seconded by Mr. Sexton, unanimously approved

Minutes

Motion to approve January 2017 minutes by Mr. Sexton, seconded by Mr. Largent, unanimously approved

City Librarian's report– Director Rick Meyer

Mr. Meyer reported that the union negotiations had been going on throughout the month. He reported that he had given some library tours, attended the SHARE semi-annual meeting and discussed some partnerships with various groups. He said the Library Strategies group had completed the staff survey, the community survey and is still working on a summary. He discussed some of the circulation trends of library items being checked by patrons, the local trends compared to national trends. He also reported the preliminary annual circulation numbers. Mr. Phillips asked about the lights being out on the library sign in the front of the building. Mr. Meyer informed him that he had reported it to the City maintenance group and they were working on it. Mr. Zientara stated that he had heard a bit about the light

replacement from the maintenance group and he was sure that they would have the sign lighting fixed soon. Mr. Meyer discussed the programming's statistics. Ms. Rodgers asked about the GED options; Mr. Meyer discussed some of his past preliminary investigation of GED options. There was discussion about GED funding and partnerships Ms. Rogers mentioned some funding opportunities that she was aware of. Mr. Meyer said he would be contacting her to discuss those opportunities and to see how the library could be involved. Mr. Meyer reported that the City Librarian's annual reports and the IPLAR were in the packets.

IPLAR Report

Motion by Mr. Sorensen to approve the IPLAR with the suggested corrections, seconded by Mr. Largent, unanimously approved

Trustees Report

Mr. Meyer reported the Trustee's Report was the annual report that the trustees sent to the City. Motion to approve the Trustees Report to the City Council as amended by Mr. Largent, seconded by Mr. Zientara, unanimously approved

City Librarian's Annual Report to the Board of Trustees

Mr. Meyer suggested that discussion about the City Librarian's Annual Report to the Board of Trustees could be tabled until the following month, if the board desired to do so. Motion by Mr. Largent to table the City Librarian's Annual Report to the Board of Trustees to a future date, seconded by Mrs. Sykes, unanimously approved

Friends of the Library

Mr. Largent reported that the Friends of the Library had approved funding for the J.D. Vance program and Baby Talk. He said there had been discussion about the strategic sessions held by the library.

Foundation

No meeting.

Personnel, Policy & Public Relations Committee

Volunteer Policy

Mr. Meyer discussed the red-lined version of the Volunteer Policy submitted to him by the library's attorney. Motion by Mr. Sorensen to approve the Volunteer Policy with corrections, seconded by Ms. Rodgers, unanimously approved

Labor Negotiations

Motion to enter into closed session at 4:35 pm by Mr. Sorensen per **ILCS 120/2 Section 2(c)2 Collective negotiating matters between the public body and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees**, seconded by Mr. Largent, unanimously approved

Motion to exit closed session at 5:20 pm by Mrs. Sykes, seconded by Mr. Sexton, unanimously approved

Summary of Closed Session-

Mr. Phillips said the reason for the closed session was to discuss the pending labor agreement with AFSCME.

There was discussion about the negotiations and ratifying the contract by the union and presenting it to the City Council for approval.

Strategic Planning

Sorensen reported that the recent strategic planning retreat had been attended by at least 4 trustees. He said the all-day session was held in the Madden Auditorium on February 4, 2017. There was discussion about the retreat and some of the responses by the participants. Mr. Largent said that he was aware that there was some confusion with some individuals, because they didn't know that the retreat was going to be all day. Mr. Sorensen gave his thoughts on some of the discussions at the retreat. Mr. Meyer stated that he thought there were some good discussions. He heard more individuals discuss that fines were unpopular with them, there were concerns expressed about the aesthetics of the building on the inside and the outside and more than a few comments about the parking lot. Mr. Meyer reported that the next step from the strategic planning group would be to issue an executive draft report to the board. He said one of the challenges to Library Strategies was the unusual number of community responses from the survey. Mr. Phillips said he thought the focus groups were very productive. There was discussion about the strategic meetings. Mr. Zientara talked about the customer service discussions.

Finance and Properties Committee

Check Register

Motion to approve the check register by Mr. Sexton, seconded by Mrs. Sykes, unanimously approved

Budget Report/2017

Mr. Meyer said that there was not a lot to be gleaned from just a month. Mr. Zientara discussed future property tax allotments from the City. Mr. Meyer discussed the revenue from the E-rate, and the lines on the budget where they would be represented. Mr. Meyer talked about the sale of the book mobiles. He reported that the Myer fund had been used to pay the new Library Assistant Leanne Grossman.

RFID

Mr. Meyer discussed the RFID project. He announced that Robert Edwards, Matt Wilkerson and Carol Ziese were working with the project managers for Bibliotheca.

He discussed some of the conversations with the Foundation and the City Finance officer about transferring funds and funding the RFID project. Mr. Edwards gave an overview of the status of the RFID project.

Foundation

Foundation Mr. Phillips reported that there had not been a meeting

Illinois Heartland Library System (IHLS)

Mr. Phillips said there was nothing to report

New Business

Ms. Rodgers announced that she had received a promotion and would be changing positions on her job, so she was not certain her Thursdays would be clear for board meetings. Mr. Phillips asked her to keep the board posted as she found out more about her scheduling. He asked if she might also consider a placement that she could recommend.

Mr. Zientara discussed the library building and the enhancements that would be coming soon. He said he had met with the Civic Center groups who would also be working to get with the garden clubs and other groups. He said they would be getting back with Mr. Meyer about some changes to be made around the property. There was discussion about the gardening groups. Mr. Phillips asked if the City had a plan for the Annex. Mr. Zientara answered that there had been discussions with couple different groups about what could be done with the property. Mrs. Williams said that there was currently a lot of interest in the green space concept. There was more discussion about the Annex.

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 9 Programming: Mr. Meyer discussed the current programming in the library. Mr. Sorensen stated that there was good handicap access throughout the library.

Public Comments

None

Adjournment

Motion to adjourn by Mr. Sorensen at 6:08 p.m., seconded by Mrs. Sykes, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 3/16/2017