

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

**Date:** March 20, 2014

**Time:** 4:30 p.m.

**Location:** Decatur Public Library Board Room

**In Attendance:** Teena Zindel-McWilliams      **Staff:** Robert Edwards, Interim City Librarian  
Jim Alpi (Acting Chair)  
John Phillips  
Eugene King  
Mark Sorensen  
Garry Davis  
Mary Gendry

**Absent:** Dr. Priscilla Palmer, Ed Costa

#### **Call to order**

Meeting called to order by Mrs. Zindel-McWilliams at 4:35 p.m.

#### **Agenda**

Motion to approve the agenda made by Mr. Sorensen, seconded by Mr. King

#### **Minutes of Previous Meeting**

Mr. Sorensen mentioned that there were questions about the wording that should be investigated. The Board agreed to postpone the approval of the February until the April meeting.

#### **Communications from the Public**

None

#### **City Librarian's report**

Mr. Edwards gave an overview of the Library events for February. He discussed the installation of Comcast cable internet and the increase in speed. He mentioned that the ADM Media Lab had been moved upstairs, all the equipment had been reconnected and he was hoping to have all the training materials ready and the schedule of operating times ready for Director Meyer to announce to the press after his arrival.

He discussed that staff had met with the Board subcommittee and Jeff Haley from HARK architectural firm on Feb. 3rd to discuss the designs and space considerations for the local history room. Ms. Dampitz and Mr. Edwards met with Joe Rogers from Bradford Systems out of Peoria on Feb. 6 to discuss adding shelving for the new local history room. Ms. Dampitz did a presentation at the Golden K on Feb. 26, discussing the resources at the Shilling Local History Room and current projects. He mentioned the Lincoln exhibit has been on display on the 2nd floor and Sue Bishop and Alissa Henkel took READiculous to Central Christian Preschool. He added that the Library is gearing up for summer reading program.

### **Reports of committees**

Motion to enter into closed session by Mr. King for Section 5 ILCS 120/2(c) (1) "The appointment, employment, compensation,

discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity" at 4:43 p.m., seconded by Mr. Phillips. Out of closed session at 5:05 p.m.

Mrs. Zindel-McWilliams announced the Board's interest in preparing a structured evaluation for the City Librarian. She discussed the timelines that had been suggested. Mr. Sorensen mentioned that perhaps the new Director Rick Meyer should give an evaluation of what he finds. Mrs. Zindel-McWilliams mentioned that there should be 3 or 4 key elements. She discussed the Transition Team, that Mr. Sorensen and Dr. Palmer will manage that process. She announced that Mr. Meyer planned to move to Decatur the week before his official start date. She discussed the email from Mr. Meyer discussing moving expenses. There was discussion about the moving expenses by the Board members. Motion by Mr. Phillips to approve up to \$5000.00 to be paid back with 10 percent interest over 12 months, seconded by Mr. Sorensen, all approved

Mr. Alpi discussed the check register, he pointed out the water and electric bills. Mr. Sorensen asked where the bill went. Mr. Edwards answered that some of the bills went to the City and other came to the Library. Mr. Alpi stated that some of the irregularities in the water may be due to the chiller. He discussed the process of the water flow through the system. Mr. Alpi mentioned that perhaps the Library also needed to have further conversations with the City accounting staff. Motion to approve the check register by Mr. Phillips, seconded by Mr. King, all approved

Mr. Alpi discussed the budget report; he mentioned that the Library seemed to be operating within budget. Mr. Sorensen asked about the surplus amount. Mr. Alpi answered that the surplus was less, due to the increase in Risk Management.

Motion to enter into closed session by Mr. Alpi for Section 5 ILCS 120/2(c) (1) "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity" at 5:37 p.m., seconded by Mr. Phillips. Closed session concluded at 5:58 p.m.

Motion by Mr. Alpi to make retroactive compensation payments to employees who left the Library before raises were given to employees currently employed, seconded by Mr. Davis, all approved

Mr. Alpi mentioned the present discussions with Jeff Haley, the square footage adjustments of the selected drawing and the design of the Local History room. He mentioned that they would have to investigate the water line. Mrs. Zindel-McWilliams mentioned that they should continue to move forward if Ms. Dampz is good with the decisions being made. Mr. Sorensen mentioned that he would not be able to make the Foundation meeting. Mr. Alpi said he would be able to make the meeting.

### **New Business**

Mr. Edwards mentioned that there was some concern about the February minutes not being approved at the present meeting. There was discussion about the approval of the minutes and the timeline. Mr. Davis read a portion of Section (5 ILCS 120/2.06) (b), "A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body."

Mrs. Zindel-McWilliams asked that the minutes be posted as a draft until the next meeting. Mr. Davis mentioned that he would have a talk with Mr. Ed Booth about some their questions about the Open Meeting Act

### **Standards for Illinois Libraries**

Mr. Edwards discussed the Chapter 5 in the Core Standards for libraries in Illinois.

### **Meeting Adjourned**

Motion to adjourn by Mr. King, seconded by Mr. Alpi  
Meeting adjourned at 6:20 p.m.

Scribe,

*Robert L. Edwards*  
Assistant City Librarian

Approved 4/17/2014