



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: January 21, 2021

Meeting time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Susan Avery
Karl Coleman
Michael Sexton
Amy Stockwell
Sofia Xethalis
Gregg Zientara

Present:

Samantha Carroll
Amy Stockwell
Susan Avery
Karl Coleman
Gregg Zientara
Michael Sexton
Sofia Xethalis

Absent:

Guests:

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian
Betti Jo Heckwine, Admin. Asst. Aide
Becky Dampitz, Head of Archives & Spec. Col
Alissa Henkel, Head of Prog., Res., and Serv.
Matt Wilkerson, Systems Administrator

Call to Order: Ms. Carroll called the meeting to order at 4:30 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Agenda & Minutes November 19, 2020 - Ms. Carroll asked for a motion for the consent agenda which includes the Agenda, Board of Trustees November 18, 2020 Special Meeting minutes, Board of Trustees November 19, 2020 minutes, and January 11, 2021 Board of Trustees Special Meeting minutes, Ms. Xethalis made the motion, seconded by Mr. Sexton. Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Mr. Sexton yes, Mr. Zientara yes, Ms. Avery yes, Ms. Stockwell yes, and Ms. Carroll yes, unanimously approved, consent agenda passes.

Swearing in of Board Member

Ms. Xethalis swore in Kathleen Wrigley as a new member of the Board of Trustees.

Public Comments

None.

Written Communication from the Public

None

City Librarians Report

Mr. Meyer reported the library was closed to the public the entire month of December 2020, with the exception of computer access by appointment. There were 390 computer sessions, and over 1,000 curbside transactions in December.,

Division Head Reports

Robert Edwards, Assistant City Librarian/Circulation Manager reviewed how the management team came together during the pandemic crisis. In 2019 there were close to 8,000 individuals checking out items, in 2020 4,000 to 5,000. In 2020 2 clerks retired, one position has been backfilled, one will not be backfilled. Administration has been working with the city on invoices, and HR on payroll.

Alissa Henkel, Head of Programs, Resources & Services discussed some new programs: Katie Eytchison and Kasey Steiling are working on young adult book box subscriptions. Tabitha Bilyeu and Alix Frazier are working on Spice Club, a program that provides spices and recipes, for patrons to try out then meet online to give their opinion on the spice and recipes.

Matt Wilkerson, Systems Administrator, reported that he created a virtual private network that will allow staff to connect securely from home on their desktops, Chris Nihiser and Mr. Wilkerson have been testing it for the past two weeks and seems to be working. Ms. Henkel will test from home.

Reports of Committees

Personnel, Policy & Public Relations Committee

Personnel Update

Mr. Meyer said the library re-opened the secretary position, after interviewing in November and December, the candidate they chose did not accept the offer. At this time there are about 6 or 7 new applicants. The social worker candidate has been chosen, the library is receiving funding from the Macon County Mental Health Board, and the contracts are complete, but waiting on the paper work for the social workers LLC designation to come through.

Adult Computer Use and Internet Access Policy

Ms. Carroll requested a motion to accept after removing the stipulation that a Decatur resident has to have a Decatur Public Library card use a public access computer, and removing the restriction against patrons owing the library more than \$25.00. Mr. Sexton made a motion to accept with changes, seconded by Ms. Avery, Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Mr. Sexton yes, Mr. Zientara yes, Ms. Avery yes, Ms. Stockwell yes, Ms. Wrigley yes, Mr. Coleman yes, and Ms. Carroll yes, unanimously approved, policy passes.

Art and Artifacts Display Policy

Mr. Sexton made a motion to accept the Art and Artifacts Display Policy as presented, seconded by Ms. Avery. Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Mr. Sexton yes, Mr. Zientara yes, Ms. Avery yes, Ms. Stockwell yes, Ms. Wrigley yes, Mr. Coleman yes, and Ms. Carroll yes, unanimously approved, policy passes.

City Librarian Performance Evaluation Process

Ms. Avery asked the board members to please review and fill out the evaluation form and return to her early next week. Ms. Avery will get with Ms. Carroll to review and then Ms. Carroll will get with Mr. Meyer to give the evaluation.

Equity, Diversity, Inclusion

Mr. Edwards received a proposal from Consultant, Christina Fuller. Ms. Fuller is affiliated with ALA, , and she could work with the staff three months, six months or even possibly all year. The committee will review the proposal and make recommendations, so they can make a decision based on their needs and the budget.

Finance and Properties Committee

November and December 2020 Check Register

Ms. Stockwell said the finance committee met last week and reviewed the November and December check register, the committee recommends the board accept the November and December check register, seconded by Mr. Zientara. Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Mr. Sexton yes, Mr. Zientara yes, Ms. Avery yes, Ms. Stockwell yes, Ms. Wrigley yes, Mr. Coleman and Ms. Carroll yes, unanimously passes.

December 2020 Budget Report

Ms. Stockwell discussed the full year report, for the calendar year, that just ended, property taxes look slightly less than expected, but there was an additional disbursement in a January. Expenses stayed within budget, recorded revenue minus expense of \$107,000.00. Discussed moving these funds to capital account, but leaving where it is for now, with all of the uncertainty from the pandemic. Discussed the primary revenue is property taxes and the importance of discussing strategies for increasing revenue side.

Foundation Meeting

Mr. Meyer said the annual appeal donations are up to \$12,070.00, the committee will meet again in the next couple of weeks, and he will have a proposal for LED signage, message board for outdoors, to present to the committee.

Friends of the Library Committee

The library made six requests which the Friends funded. The Friends Board hired a new treasurer.

Illinois Heartland Library System-SHARE Executive Council

SHARE Executive Council

Mr. Meyer said there was no report at this time.

Old Business

Board Opening

Ms. Carroll said there is no update on the board opening and she will follow up with the Mayor. Discussed the terms of board members and that board members could continue serving after their term is over. Ms. Stockwell expressed that Mr. Zientara's knowledge of City finance has been invaluable to the Board.

New Business

FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 Policy

Policy was approved in June 2020, it sunset on December 31, 2020. Mr. Meyer recommended extending to June 30, 2021. Ms. Carroll requested a motion to extend thru June 30, 2021, Mr. Zientara made the motion, seconded by Ms. Xethalis. Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Mr. Sexton yes, Mr. Zientara yes, Ms. Avery yes, Ms. Wrigley yes, Mr. Coleman and Ms. Carroll yes, unanimously passes.

2021 Meeting Schedule

Ms. Carroll made the motion to accept the board meeting's schedule of the third Thursday of every month, Mr. Coleman made the motion, seconded by Mr. Sexton. Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Mr. Sexton yes, Mr. Zientara yes, Ms. Avery yes, Ms. Wrigley yes, Mr. Coleman and Ms. Carroll yes, unanimously passes.

Ms. Carroll discussed the structure of Trustee Liaison assignments and possible changes to said structure.

SERVING OUR PUBLIC 4.0: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Approach to Review the standards—Rick Meyer

Typically, the board reviews a chapter a month and if the board wants to continue to do it that way or review the entire book at one time, at a special meeting. Ms. Carroll and Mr. Meyer will

discuss what time of year to schedule a meeting to review the entire book.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:34 p.m., Ms. Xethalis made the motion adjourn, seconded by Mr. Coleman. Ms. Carroll requested a roll call vote, Ms. Xethalis yes, Mr. Sexton yes, Mr. Zientara yes, Ms. Avery yes, Ms. Wrigley yes, Mr. Coleman yes, and Ms. Carroll yes, unanimously approved.

Scribe,
Betti Jo Heckwine
Administrative Aide

Approved 2/18/2021