

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Board Members

President:

Mark Sorensen

Members:

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Date: Jan 18, 2018

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Mark Sorensen (President)

John Phillips (Chair)

Donna Williams

Samantha Carroll

Gregg Zientara

Aaron Largent

John Phillips

Dr. Ngozi Onuora

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Absent: Michael Sexton, Louise Greene

Guests:

Call to Order:

Mr. Sorensen called the meeting to order at 4:31 pm

Agenda

Motion to approve the agenda with the changes by Mr. Largent, seconded by Mrs. Carroll, unanimously approved

Minutes

Motion to approve minutes with changes by Mrs. Carroll, seconded by Mr. Largent, unanimously approved

Mr. Sorensen said that recorded meetings could be summarized in the written minutes.

Communications from the Public

None

City Librarian's report– Director Rick Meyer

Mr. Meyer highlighted the previous month's library operations. It's Meyer reported that he had met with the friends of the library board member Richard Virgin and discussed some opportunities available with a new vendor. Mr. Meyer reviewed the library operations for the 2017 year, which he said would be covered in more detail in his annual report. He commented on the slight increase in circulation and some of the 2017 achievements.

Reports of committees

Personnel, Policy & Public Relations Committee- Aaron Largent

City Librarian's Annual Professional Goals

Mr. Sorenson discussed the City Librarian's goals that were presented during the Personnel, Policy & Public Relations committee meeting. Mr. Largent stated that the goals agreed upon and presented would be used for review in the future. Mr. Sorenson added that if at any time during the year board members had a question about the City Librarian's progress they could contact the board president. Motion for the board to accept the goals for the City Librarian as presented by Mr. Largent, seconded by Dr. Onuora, unanimously approved

Building Use Policy

Mr. Meyer gave an overview of the policy. Motion by Mr. Phillips to renew the Building Use Policy, seconded by Mr. Largent, unanimously approved

Meeting Dates for 2018

Mr. Sorenson said that the dates had been reviewed by the board. Motion by Mrs. Carroll to adopt the dates presented for 2018 Personnel, Policy & Public Relations Committee meetings, seconded by Dr. Onuora, unanimously approved

Friends of the Library- Samantha Carroll

Mrs. Carroll reported that the Friends of Library had met and completed their election of officers. She said the new president was and vice president Faith Vaught and the vice president was Kathryn Mast. She said that there were five new members. She said John Schirle had done a great job at the recent Books Between Bites meeting. Mr. Sorenson stated that anyone that was interested in joining Friends of Library should contact Mrs. Carroll.

Foundation

Mr. Meyer reported that there was no meeting, however approximately \$9,000.00 has been raised from the annual appeal.

Finance and Properties Committee--John Phillips

Approval of December 2017 Check Register

Mr. Phillips reported that the December check register was available for review. Mr. Meyer explained some of the expenditures on the check register. Motion by Mr. Phillips to approve check register, seconded by Mrs. Carol, unanimously approved

2017 Budget Review

Mr. Meyer reported that he had slightly amended the budget report since the last meeting. He said there was a credit that had not been reported. He reported that the Library had finished year in good shape, with about \$80,000 put in the reserves. Mr. Phillips said that it was nice to be totally off the hook from borrowing from the City to cover the gap between tax disbursements.

Meeting Dates for 2018

Mr. Sorenson said the meeting dates for the Finance and Properties had been discussed and there were some possible conflicts that would have to be worked out. Motion to approve the meeting dates for the Finance and Properties Committee meetings for 2018 by Mr. Phillips, seconded by Mr. Zientara, unanimously approved

Illinois Heartland Library System

Mr. Meyer said there had been a special meeting to approve the proposed Illinois Heartland Library System sexual-harassment policy.

New Business

Mr. Sorenson said he had been in contact with the mayor and was told that the County no longer has interest in the Library building. He said, that however at the last City Council meeting the mayor had asked for a facility study which would include the Civic Center and the library. Mr. Zientara reported that from a City standpoint, at this point in time there appears to be no specific plan for Library space. He felt that some of the discussion that was presented at the City Council meeting was to get study information out to the media. There was discussion about Library space. Mr. Sorenson said that he had discussed with the mayor some of the difficulty the City's discussions has placed on the library's strategic planning, including evaluating funds spent for rebranding. There was discussion by the board and Mr. Meyer on how the library should go forward.

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 6: Access

Mr. Myers covered the Access section of Serving Our Public: Standards for Illinois Public Libraries. He said the Decatur Public Library meets the standards all of the categories that are mentioned. There was discussion about the difference between library cards. Mr. Meyer discussed the reasoning behind the juvenile cards and the young adult cards.

Public Comments

None

Adjournment

Motion to adjourn by Mrs. Carroll at 5:07 p.m., seconded by Dr. Onuora, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 2/15/2018