

# DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes

**Date: June 19, 2014**

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

**Location: Decatur Public Library Board Room**

**In Attendance:** Teena Zindel-McWilliams    **Staff:** Rick Meyer, City Librarian  
Jim Alpi                                                                                Robert Edwards, Asst. City Librarian  
Eugene King  
Mark Sorensen  
Mary Gendry

**Absent:** Ed Costa, Dr. Priscilla Palmer, Garry Davis, John Phillips

### **Call to order**

Meeting called to order by Mrs. Zindel-McWilliams at 4:34 p.m.

### **Agenda**

Motion to approve agenda by Mr. King, seconded by Mrs. Gendry

### **Minutes of Previous Meeting**

Mr. Meyer suggested adding items about personnel to the agenda. Motion to approve minutes as amended by Mr. Sorensen, seconded by Mr. King

### **Communications from the Public**

None

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

Mr. Meyer gave an overview of the Library events for the month of June. Mr. Meyer reported that he had just finished his first full month in his position. He informed the Board that he had attended a Kiwanis meeting. He has begun weekly Division Heads meetings, formed a workgroup to deal with patron behavioral issues and met with some of the City employees. Mr. Meyer also informed the Board that he recently negotiated with the Union new hours of operation with Union. He informed the board that the new hours would be 10 PM to 8 PM. He

mentioned that computer classes had recently restarted, and on a different note the library would be at acquiring the Fusion component for Local History digital collection. Mr. Meyer mentioned the progress of the Summer Reading program after a month. He mentioned that Ms. Rebecca Dampitz is working with Veolia to dispose of negatives. He mentioned that the library had continued to have some sewer issues and some leak issues specifically over the nonfiction section and the YA section.

## **Reports of committees**

### **Personnel, Policy and Public Relations**

Mr. King discussed stated that the Personnel, Policy, and Public Relations group had met, but they did not have a quorum. He mentioned they had looked at some of the bylaws changes recommended by Mr. Meyer. There was discussion about the bylaws. Mr. Meyer added that he was also looking into adding the exempt status for a few people. Mr. Sorensen asked about the next meeting date for Personnel, Policy, and Public relations, since it fell on July 3rd. There was discussion about the meeting dates.

### **Finance and Properties**

Mr. Alpi discussed the check register. Motion to approve the check register by Mr. Sorensen, seconded by Mr. King, all approved.

Mr. Alpi introduced the budget sheet prepared by Mr. Meyer; he informed the board that there seemed to be a consensus that the preference was for Mr. Myer's sheet rather than the other budget sheets they had used in the past. Mr. Meyer informed the board about the results of his IMRF investigation, concerning the tax line on the property tax bill. There was discussion about the real estate taxes. There was further discussion about the budget sheet

Mrs. Zindel-McWilliams mentioned she had emailed the Board her request for budget goals. Mr. Meyer informed the board that he hadn't heard from the space consultant yet. He mentioned he would be contacting him again. There was discussion about acquiring the consultant for specific tasks. Mr. Alpi discussed that in their meeting there had been strong support for a reduced plan rather than doing the master plan at this time. Mr. Sorensen mentioned that he did not think that the space consultant would be much-needed do to previous work done by another consultant. He discussed some the options, possibly working with staff to rearrange things in anticipation of the local history project. Mr. Meyer discussed that he had consulted with staff but he felt that the input of the space consultant would be valuable. There was more discussion about space consultant and moving materials. Motion by Mr. Alpi to authorize up to \$2000 to hire space consultant, seconded by Mr. Sorensen, all approved. Mr. Meyer asked about the timeline. There was a consensus around the room that it was Mr. Myers call.

## **Old Business**

### **Annex**

Mr. Meyer informed the board of the issues with the roof on the Annex. He mentioned that he was having the Head of Maintenance look at the roof, when the weather permitted. Mr. Alpi

suggested a few businesses that could be called for bids. There was discussion about previous repairs to the Library and vendors used. Mrs. Gendry informed the Board about Dunn & Co. interest in paving the parking lot. She mentioned that Dunn had recently patched some of holes for free. There was discussion about sending out a letter of thanks to Dunn.

### **Local history**

Mr. Alpi discussed the progress of the local history project. Mrs. Zindel-Williams asked about the timeline Mr. Alpi discussed specifications, including City interactions. Mr. Sorensen mentioned the past HVAC concerns. Mr. Sorensen added his thoughts on the timeline and what he anticipated for the project in the Local History area. There was more discussion about the timeline and the cash flow for the Local History project.

### **New Business**

Mrs. Zindel-McWilliams mentioned she had been notified by Ed Booth that he would no longer be able to represent the library in legal matters. Mr. Meyer mentioned that he had gotten some names from Mr. Davis, and would follow up on those.

Mr. Sorensen announced that there would be some Board members leaving the Board and this would be the last meeting for those present. Mrs. Gendry discussed her appreciation for the Board and how much she appreciated the Board members. Mr. Alpi presented Mrs. Gendry and Mrs. Zindel-McWilliams with certificates of appreciation. Mr. Alpi then then presented Mrs. Zindel-Williams with a plaque of appreciation for her service as President of the Library Board of Trustees. Mrs. Zindel-Williams stated that it has been an honor to serve on the board. She mentioned her future plans and thanked the Board for their support. There was discussion about patron donations and policies.

### **Illinois Heartland Library Systems (IHLS)**

Mr. Meyer informed the Board that he and Mr. Edwards had attended an IHLS meeting in the Duquoin. He mentioned that he met some Illinois Heartland and SHARE staff.

### **Friends of the library**

Mrs. Gendry announced that Friends of the Library had recently completed a Zombie Run, which had been very successful. She asked Ms. McEvoy to give a summary of the recent events of the Friends. Ms. McEvoy discussed the details and the success of the Zombie Run. There was discussion about signage for the library. Mr. Sorensen mentioned that there should be signage around the city to direct people to the library. Mr. Alpi mentioned that it could be suggested to the City people involved with the downtown development. Mrs. Zindel-McWilliams announced that the new Board members should be coming on the Board in July.

### **Foundation**

Mr. Meyer mentioned that not a lot of business went on at the Foundation meeting. Foundation members wanted to wait before scheduling the next meeting date.

### **Standards for Illinois Libraries**

Mr. Meyer discussed Chapter 9: Programming in the Core Standards for Public Libraries in Illinois. There was discussion about the marketing and programs that the library has in place. Mr. Meyer discussed the increase in customer service awareness.

**Comments from the Public**

Nancy Rostek commented from the public

**Meeting Adjourned**

Motion to adjourn by Mr. Sorensen, seconded by Mr. King  
Meeting adjourned at 6:01 PM

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved 7/17/2014