

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: August 17, 2017

Where: Board Room

In Attendance: Mark Sorensen (President)
Michael Sexton
Gregg Zientara
Donna Williams
Aaron Largent
John Phillips
Dr. Ngozi Onuora
Louise Greene

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

Absent:

Guests:

Communications from the Public

None

Call to Order:

Mr. Sorensen called the meeting to order at 4:30 pm

Agenda

Motion to approve the agenda by Mr. Phillips, seconded by Mr. Sexton, unanimously approved

Swearing in of New Trustees

The new trustee candidates, Dr. Ngozi Onuora and Louise Greene were sworn in by Mr. Edwards. Mr. Sorensen thanked the new members for their commitments

Minutes

Motion to approve the minutes by Mr. Sexton, seconded by Mr. Zientara, unanimously approved

City Librarian's report– Director Rick Meyer

Rick Meyer reported on library operations for the month of July, 2017. He said circulation statistics and visitor statistics increased compared to last year. He noted that 41% of the items checked out at the library were done with the new self-check machines. He said the gate counters are more accurate now. He discussed “Fine Forgiveness” month. He reported that Children’s department assists and circulation were up also. Mr. Meyer said some Millikin University students had visited in the previous month. He discussed some of the comments the students shared about the library’s resources. Mr. Meyer reported that home service deliveries were up. Mr. Phillips asked if there was a big demand for home service delivery. Mr. Meyer stated that he didn’t see that there was and increased demand for the service. He informed the board that the library used to have a presence in the nursing homes when the bookmobiles were on the road. Mr. Zientara asked if the increase of the use of the self-checks would prompt the library to look to not have staff on the circulation counters. Mr. Meyer said that the staff would be doing other things and there were plenty of other tasks that could only be done on the counter. He said one of the clerks; Mary Lakowski had recently visited Dennis school during an open house to sign up students for library cards. He said he would like to do more community outreach like this.

Reports of committees

Personnel, Policy & Public Relations Committee- Aaron Largent

Meeting Room Policy & Fee Schedule

Mr. Largent said that there were two policies to review. He talked about the observations made by the committee and the recommendations for modification. Mr. Meyer discussed the use the library’s current policy and it comparison to other entities. He said he would like for the board to consider not charging non-profits. There was discussion about the policy. Mrs. Sorensen asked how much revenue would be lost with the modification. Mr. Meyer said it would figure, but he thought maybe around thousand dollars or so a year. There was more discussion about definition of partnerships. Mr. Largent said he thought that since the City librarian has direct engagements with library operations and the change in revenue would be small, he favored removing the cost. Mr. Sexton said he was in favor continuing charging nonprofits but at a lower rate with Mr. Phillips and Mr. Zientara at stated motion to approve the current policy striking the children’s auditorium by Mr. Phillips, seconded by Mr. Zientara, motion passes with 7 yeas, 1 nay (Mr. Largent)

Credit Card Policy

Mr. Largent stated that Mr. Meyer had recently received new credit cards from the City. Motion to approve the credit card policy set forth by Mr. Largent, seconded by Mr. Zientara, unanimously approved

Mr. Sorensen stated that at the last meeting they had completed Mr. Meyer's evaluation. He said the board had voted to give Mr. Meyer a pay increase and they needed to set goals for the upcoming year. Mr. Largent said he would get to work on the document.

Friends of the Library- Aaron Largent

Mr. Largent said the Friends had approved the Readiculous Jr program. He encouraged the members of the board that had not already done so, to become members of the Friends. Mr. Meyer announced that the Friends group was also supporting a program that would be giving away 200 new books from the author of the book Wicked, Greg Maguire. He said Mr. Maguire was doing a program at Milligan University. He said the Friends had also approved funding for the staff recognition. Mr. Sorensen discussed the deadline for submitting information to the Decatur Magazine.

Foundation-John Phillips

Mr. Phillips stated that the Foundation didn't meet, but they might try to meet in August. He said Mr. Sexton will be the Board of Trustees representative for the Foundation Board. Mr. Sorensen discussed the structure of the Foundation Board.

Finance and Properties Committee--John Phillips

Mr. Phillips reported that they did not have a quorum.

Approval of July Check Register

Mr. Meyer discussed the check register. There was discussion about the Customer Loyalty training payments. There was discussion about Mr. Meyer's trip to ALA. Mr. Phillips asked, that if at some point Mr. Meyer would have something to share from the ALA meeting. Mr. Meyer answered that he would. Motion to approve the check register by Mr. Phillips, seconded by Mr. Largent, unanimously approved. Mr. Phillips explained the process of approving the check register to the new board members. He informed them that the check register that they were voting on had already been submitted and processed.

2017 Budget Review/2018 Budget Proposal

Mr. Meyer discussed the budget columns for the proposed budget. His forecast predicted a surplus at the end of the year, some of which could be added to the capital fund. There was discussion about operating cash fund. There was discussion about the library's rent to the City by Mr. Phillips. Mr. Zientara discussed the rent the City, the cash flow and the potential use of funds for capital improvements. Dr. Onuora had a question about the salaries percentages listed on the budget review. Mr. Meyer answered that those numbers were not essential at this point, mostly for reference at this point. Mr. Meyer said there were still some numbers that he needed from the City before he could finish his forecast. Mr. Sorensen asked Mr. Meyer if he wanted board approval for the proposed budget. Mr. Meyer said he thought the library could present a budget later after he received the numbers, but a special meeting might be needed after he gets additional numbers. Mr. Zientara said, at that point a special meeting will not be needed. Mr. Meyer discussed some of the modifications and lines items. Mr. Phillips asked about the percent of spending on the books and materials. Mr. Meyer said about 9% was being spent in that area. He said that because of the recent information discussed when creating the strategic plan, the library would be looking at evaluating the collection and possibly investigating more digital resources.

Illinois Heartland Library System—John Phillips

Mr. Phillips said the committee had met by video conference at the Decatur public library. He said there was a new member on the board, who was employee at the Illinois Department of corrections.

Old Business

Trustee Candidate

Mr. Sorensen said they had interviewed Samantha Carroll as a potential replacement for Keyria Rodgers. He said they were now waiting on a response from the mayor. Mr. Phillips mentioned there was also another interesting candidate that could be considered as a trustee. Mr. Meyer said that the candidate, Mrs. June Parker could also be a consideration for the Foundation board.

RFID Summary Report

Mr. Meyer gave the overview of the summary report that had been submitted by Mr. Edwards. It was a compilation of the work completed by the RFID team. There was discussion.

New Business

Committee Assignments

Mr. Sorensen discussed the committee appointees. He said Mr. Largent, Mr. Sexton, Dr. Onuora, and Mrs. Green would be on the Personnel Policy and Public Relations committee. He said Mr. Phillips, Mr. Zientara and Mrs. Williams would be on the Finance and Properties committee.

Board Liaison Assignments

He said Mr. Largent would be the representative on the Friends committee, and Mr. Sorensen and Mr. Sexton would be representatives on the Foundation board.

Salary Source for Local History Library Assistant

Mr. Meyer said he was requesting that Leanne Grossman's salary be covered for an additional year from the Myer funds. Mr. Zientara said he didn't think that the use of trust funds to continually pay for staffing was a good use of the money. There was discussion. Motion to approve the library assistant position the local history room funded by Myer funds by Mr. Sexton, seconded by Mrs. Green

Mr. Sorensen discussed the job description and the use of the services, potential donations and opportunities and to receive other historic documents from other organizations in the City. Mr. Phillips said he favored Mr. Zientara's thoughts on the use of trust funds. He asked if they could move to amend the motion, to pay for half of the salary from the trust funds. There was discussion about the payment from operational funds versus the trust fund. Mr. Sexton withdrew the motion. There was discussion about reviewing the position at a later date.

There was discussion about the parking lot and the City's plan to go forward with the Annex and parking lot. Mr. Sorensen stated that on Monday there would be a study session held about the library's property at the City Council meeting. There was discussion.

Mr. Zientara said the pots with flowers in front of the library looked really nice and that with some of the funding they continue to prove the aesthetics of the library.

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 2: Governance and Administration

Mr. Meyer invited the board members to attend coming library conferences. Mr. Zientara asked if the board would get update on the library's strategic plan. Mr. Meyer said that they would get an update soon. The Board of Trustees introduced themselves to the new board members.

Adjournment

Motion to adjourn by Mr. Phillips, seconded by Mr. Sexton, unanimously approved at 5:42 pm

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 9/21/2017