

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

**Date:** December 17, 2015

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

**Location:** Decatur Public Library Board Room

**In Attendance:** John Phillips (President)

Gregg Zientara  
Mark Sorensen  
Jennifer Sykes  
Aaron Largent  
Donna Williams

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

**Absent:** Michael Sexton, Dr. Priscilla Palmer

Guests: Chris Siudyla (Library attorney), Jim Alpi, Wendy Morthland (City of Decatur attorney), Allison Petty (Herald and Review), Mike Spaulding (WSOY) Sid Shonkwiler (Friends), Vickie Wrigley (Decatur Public Library Foundation), Julie Pangrac (Project Read), and Amy McEvoy (Friends)

#### **Call to order**

Mr. Phillips called the meeting to order at 4:30 p.m.

#### **Agenda**

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

#### **Minutes**

Motion to approve the minutes with suggested changes by Mr. Sorensen, seconded by Mr. Largent, unanimously approved

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

Mr. Meyer stated that there was a letter from a concerned citizen, Mr. Russell Shelke discussing his concerns of past and present City financial decisions and the Library's current discussions with the City and Building Commission.

#### **City librarian's report**

Mr. Meyer discussed the continued drop in the circulation of materials compared to the previous year. He discussed the progress of the departments. Mr. Meyer said the customer service committee was still meeting, but the RFID committee was waiting until the new year to resume meetings. There was discussion about the amount of library visitors per month and area circulation for other libraries.

#### **Friends of the Decatur Public Library**

Mr. Sorensen said the Friends had met on December 10<sup>th</sup>. He said that there were approximately 300 members. He reported that the Books Between Bites meetings had 29 attendees and the second Saturday book sale had raised approximately \$1000.00. He said the Friends of the Library had agreed to pay for the staff holiday party. He said that there were new board members, including a new board president, Karen Becker.

#### **Foundation**

Mr. Phillips stated the Foundation board had not met.

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

Mr. Sorensen stated that the Personnel, Policy and Public Relations committee had met during the month and reviewed the Management Policy and made some changes. There was discussion about changes. Mr. Meyer stated that he would make the suggested revisions and present the policy again later. Mr. Sorensen said that the Circulation Policy had been reviewed and discussed by the committee at a earlier date but needed to be approved. Motion to approve the Circulation Policy with added revisions by Mr. Sorensen, seconded by Mrs. Sykes, unanimously approved

#### **Finance and Properties**

Mrs. Sykes said that there were still a few questions about the electricity bills and pending credits on the check register. Motion to approved the check register and present it to the full board by Mrs. Sykes, seconded by Mr. Largent, unanimously approved

#### **Budget Report**

Mr. Meyer stated that the library had received their last disbursement of property taxes. He said the disbursement would help increase the 2016 cash flow. There was discussion about the 2016 budget, cash flow and property taxes.

#### **Lease Agreement**

Mr. Phillips stated that the City's lease agreement and accompanying documentation was included for review. He asked if there were any questions. Mr. Sorensen questioned the rent amounts. There was discussion about future library funding, specifically the tax funding. There was discussion about the language in the lease. Mr. Sorensen said he thought the library should be offered the same terms as the building the Building Commission agreement instead of escalating the rent. Mrs. Sykes if he was proposing that in the first proposal they request that the rent stay flat for 20 years. There was discussion

about the terms of the lease. Mr. Siudyla said some of the language included in the resolution was held over from the Building Commission agreement. Mr. Phillips said the resolution with the past modifications was included in the packets for vote if the Board was willing to do so, they could add the new modifications in the final draft. There was discussion about the terms of the lease and the designation of the monies collected by City. Mrs. Sykes asked if the square footage of space needed by the Library should be specified in the resolution. Mr. Phillips stated that he thought it would be a good idea. There was discussion about the common areas to be used the Library and the City. Mr. Siudyla said it would be better if the actual square footage were stated. There was discussion about the comparisons of the Building Commission and City's approach to addressing the Annex renovations and the parking lot. There was more discussion about the modifications of the resolution. Mr. Siudyla summarized the changes. Mr. Largent asked if there were any other points for discussion. Motion by Mr. Phillips to approve the lease with changes and present to the City, seconded by Mr. Largent, yes by Mrs. Sykes, yes by Mr. Zientara, yes by Ms. Williams, no by Mr. Sorensen. Motion passed

Mr. Sorensen stated that they still had not heard back from the Mayor.

### **Illinois Heartland**

Mr. Meyer reported that there was not much to report, other than the State had released some money to libraries.

### **Serving Our Public: Standards for Illinois Public Libraries**

Mr. Meyer discussed Chapter 10, Marketing, Promotion and Collaboration in libraries. He discussed the standards and the checklist. Mr. Meyer said there were some areas that the Decatur Public Library could do better. Mr. Phillips asked Mr. Meyer if he could look into creating a marketing committee and come back in 6 months with a marketing plan for the board to review. Mr. Zientara asked who would be on the committee. Mr. Meyer said he didn't think the committee should necessarily be made up of only staff. There was discussion about who should be on a marketing committee and potential partnerships in the community.

### **Public Comments**

Deana Davis

### **Meeting Adjourned**

Motion to adjourn by Mr. Largent at 5:50 p.m., seconded by Mrs. Sykes, unanimously approved

Scribe,

Robert L. Edwards  
Assistant City Librarian

Approved 01/21/2016