

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: October 15, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)
Michael Sexton
Mark Sorensen
Jennifer Sykes
Aaron Largent
Donna Williams

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

Absent: Dr. Priscilla Palmer, Gregg Zientara

Guests: Jerry Bauer, Wendy Morthland, Allison Petty, Amy McEvoy

Call to order

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

Agenda

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

Minutes of Previous Meeting

Motion to approve the September minutes by Mr. Sorensen, seconded by Mr. Largent, unanimously approved

Communications from the Public

None

City Librarian's report

Mr. Meyer reported that he had volunteered to work with the Farm Progress show in September. He added that most of the people that he worked with at the show were from the surrounding areas. He stated that he was also presently working on a capital needs assessment document for the State. He met with AFSCME representatives in September to discuss shifting job assignments; he thought they had made good progress in the meetings. He said AFSCME had requested another meeting date in the future to discuss the library's proposed plans to increase or change hours of operation. He announced that he was also currently working on the 2016 budget. He said circulation of materials was down compared to 2014, but the visitor statistics was up. He stated the library was also on track with book budget spending. There was discussion by the board about the foot traffic and library grounds.

Personnel, Policy and Public Relations

Mr. Phillips stated that the committee members had met for the Personnel, Policy and Public Relations. Mr. Meyer stated that the committee members had voted to recommend Amy Stockwell and Vicki Wrigley as candidates for the Foundation board.

Motion by Mr. Sorensen to approve Amy Stockwell and Vicki Wrigley as new members of the Foundation Board, seconded by Mr. Sexton, unanimously approved

Finance and Properties

Check Register

Mr. Phillips stated that the check register was in the board packets. Mr. Meyer explained a note in one field on the check register.

Motion to approve the check register by Mr. Largent, seconded by Ms. Williams, unanimously approved

Budget Report

Mr. Meyer discussed the budget and potential reserves for the 2015 fiscal year. He stated that collection of property tax was not as robust as he or the City Treasurer had hoped for. He said the collection was about \$50,000 shy of what was anticipated, therefore the forecasted totals would have to be adjusted. He said he hoped the difference would be made up in December. Mr. Meyer also discussed the inconsistencies in the natural gas and electric bills.

Decatur Public Library/City of Decatur/Decatur Public Building Commission

Mr. Phillips acknowledged the visitors from the City, Assistant City Manager Jerry Bauer and City Attorney Wendy Morthland. Mr. Bauer thanked the Board for their acknowledgements and stated that he was attending the meeting to deliver a correspondence from the mayor's office. He said the library building is considered an important asset to City. He stated that there was still some concern about the remaining bond debt. He stated that the City is committed to maintaining the library building. Mr. Bauer read the letter from Mayor Moore-Wolfe stating that there have been several discussions over the past few months that spoke on the basis of what the City is proposing and what the Board of Trustees expects. He read Mayor Moore-Wolfe trusted that the discussions have produced a mutual belief that the Library and City share the same goals for the residents of Decatur. On November 16, 2015 the City Council proposed to meet in executive session to formalize an offer to be presented to the Board of Trustees in the form of a written presentation prior to the next Board of Trustees meeting on November 19th for consideration. The City Manager Tim Gleason would attend that meeting prepared to respond to any questions. The letter concluded with the mayor expressing her appreciation to the Board for their service to the community. Mr. Phillips thanked the City representatives for their correspondence. There was discussion about if a response was needed.

Motion to enter into closed session at 4:57 p.m. for the purpose of Illinois Compiled Statute Section 5 ILCS 120/2 (c) (6) the setting of a price for sale or lease of property owned by the public body by Mr. Sorensen, seconded by Mr. Sexton, unanimously approved

Motion to exit closed session at 5:40 p.m. by Mr. Sorensen, seconded Mr. Largent, unanimously approved Mr. Phillips summarized that the Board was considering the request made by the City and would respond in 10 days. Mr. Sexton said the Board appreciated the City representatives coming to the meeting.

Motion by Mr. Sorensen to enter into closed session at 5:45 p.m. for the purpose of Section 5 ILCS 120 2(c) (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, seconded by Mr. Largent, unanimously approved

Motion to exit closed session at 5:51 p.m. by Mr. Sorensen, seconded by Mr. Largent, unanimously approved

Mr. Sorensen stated the purpose of the closed session was to discuss the City Librarian's evaluation. He stated that the Board wanted to commend Mr. Meyer on doing a good job and the recommendation was that Mr. Meyer receives a \$2500.00 increase in his base salary effective January 1, 2016.

Motion by Mr. Largent that Mr. Meyer receives \$2500.00 increase in his base salary effective on January 1, 2016, seconded by Mrs. Sykes, unanimously approved

Illinois Heartland Library System (IHLS)

Mr. Meyer stated that the invoice had been wrong that was presented for the annual billing then been under charge Mr. Meyer stated that pay the invoice next by Illinois standards for

Friends of the Library

Mr. Phillips discussed the Friends of Library's support for the Baby Talk group. He stated that the Friends have approximately \$130,000 waiting for library use. Ms. Williams asked how much was made in the annual book sale. Mr. Meyer answered that he thought the total was around \$12,000.

Foundation

Mr. Phillips stated that the last Foundation meeting had been about nominations. Mr. Meyer announced that the annual meeting would be on October 26, 2015.

New Business

Standards for Illinois Libraries

Postponed

Public Comment

None

Meeting Adjourned

Motion to adjourn by Mr. Largent, seconded by Mr. Sykes, unanimously approved

Meeting adjourned at 5:59 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 11/19/2015