

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy and Public Relations

Board Members

President:

Mark Sorensen

Members:

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Minutes

Date: March 1, 2018

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Mark Sorensen (President)

Aaron Largent (Chair)

Dr. Ngozi Onuora

Michael Sexton

Staff: Rick Meyer, City Librarian

Absent: Louise Greene

Guests:

Call to order

The meeting was called to order by Mr. Largent at 4:31 p.m.

Agenda

The agenda was unanimously approved.

Minutes

The transcription of the minutes was not available for approval

Old Business

Circulation Policy

Mr. Meyer presented the Circulation Policy for review. He said there may be additional information to add to the circulation. He proposed they eliminate the separate fines and fees portion. He said more tweaks were pending, but he would like to implement the policy by June 1, 2018.

Mr. Sorensen asked about the differences between the young adult cards given between the 13 to 17 age group, the juvenile cards and the adult cards. Mr. Meyer said it had been discussed a lot internally, he explained the differences. He said that under the current policy the young adult patrons can get an adult card at age 14, but it's up to the parents if they want to monitor what is checked out. There was discussion. Mr. Meyer said he would prefer no restrictions. Mr. Sexton asked if they shouldn't eliminate the young adult card. Mr. Meyer answered, they could do that. There was discussion. Dr. Onuora recommended additional language for the patrons under the age of 18. There was discussion about the non-resident section.

There was discussion about temporary cards expiration dates. Mr. Sorensen asked about the Millikin expiration dates. Mr. Meyer explained that the college due dates were different. He said the library has an agreement with the college. He discussed the e-card section. There was discussion about overdue

items. Mr. Sorensen discussed the challenge of receiving notifications for overdue items. There was discussion. Mr. Meyer said that he could come back to the board later if there were issues with the policy. Motion by Mr. Sorensen to recommend the modified circulation policy and the removal of the separate fines section to the full board, seconded by Mr. Sexton, unanimously approved

New Business

Mr. Sorensen asked about the replacing tiles in the building. Mr. Meyer said he would put in a work order for the replacement of tiles.

There was discussion about the replacement of trustees. Mr. Sorensen said he would like to stay on top of the process. He suggested that he would like to present the names of the members to be reinstated to the mayor soon.

Presentation by Jones and Thomas: Bill Lehman and Laura Hunt

Laura Hunt started the presentation for the Jones and Thomas marketing proposal. She said the results presented were a combination of data received from the focus groups, community meetings and strategic planning. She explained the rationale behind the plan and rebranding thoughts. She discussed the focused groups the influence that needed to benefit the library. There was discussion.

Mr. Sexton asked if there were young people involved in the groups. Mr. Meyer answered that there were some young people but not, very young. Mr. Sexton said he felt the younger generation was the next generation of users that they should be reaching out to. There was discussion about attracting the younger groups. There was discussion about the name change. There was discussion about the proposed signage. There was discussion about the options of name changing, logos and taglines. There was discussion about the library services offered and attracting media attention.

Mr. Meyer said the marketing plan is currently awaiting board approval. Mr. Sorensen said he would like to see a recommendation from Mr. Meyer and possibly staff.

Mr. Lehman said the name change was a big part of the plan. He said they could be involved at whatever level that was needed.

There was discussion about the marketing plan. There was discussion about other marketing options and implementation. Mr. Meyer said he didn't love the name change idea, but he understood it. There was more discussion about the name change and donors. The consensus from the committee was that they recommend it for the full board. There was discussion about the benefits of a Franklin street access to the library.

Meeting Adjourned

Motion to adjourn by Mr. Largent, seconded by Dr. Onuora at 6:02 pm, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved May 3, 2018