



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

#### Minutes

**Date:** May 16, 2019

**Meeting time:** 4:30 p.m.

**Location:** Decatur Public Library Board Room

#### Board Members

**President:**

Mark Sorensen

**Members:**

John Phillips

Donna Williams

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Present:** Mark Sorensen

John Phillips

Donna Williams

Dr. Ngozi Onuora

Louise Greene

Samantha Carroll

Michael Sexton

Gregg Zientara

**Absent:** Amy Stockwell

**Guests:**

**Staff:** City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

#### **Call to Order:**

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

#### **Agenda**

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

#### **Minutes**

Motion to approve the minutes by Mrs. Carroll, seconded by Mr. Phillips, unanimously approved

## **Communications from the Public**

Mr. Meyer stated that a library patron, Stephen Luker had contacted him and expressed that he did not wish to contest his temporary ban from the library.

## **City Librarian's Report**

Mr. Meyer reported that approximately 50% of the items checked out with the self-check machine. He reported that the planning for summer reading program was going very well. He said there were several community groups and businesses that had partnered with them for the Summer Reading kickoff at Central Park. He reported on the development of the website maintenance.

## **Reports of committees**

### **Personnel, Policy & Public Relations Committee**

#### Program Policy Amendment

Motion to approve that the library adopts the Program Policy presented to the board, by Dr. Onuora, seconded by Mrs. Carroll, unanimously approved

#### FOIA

Mr. Meyer announced that the library had received several FOIA requests. He discussed the requests that had been sent to him. Mr. Zientara asked if all the requests were for the same issue. Mr. Meyer said they were for different issues. There was discussion about the FOIA.

#### Program Challenge

Mr. Meyer reported that a patron had challenged the showing of the movie, War Room. He said the complaint was about the content. Mr. Meyer discussed some of the content that had been challenged. Mr. Sorensen asked if there was a reason the complaint was being presented to the board. Mr. Meyer said he was looking for direction and information from board before going forward. There was discussion about the complaint. Dr. Onuora asked if the complainant, had seen the film when it was presented. Mr. Meyer answered yes.

#### Management Pay Scale

Mr. Meyer reported that he had contacted HR source for some ideas. He said that they would be providing some assistance with analyzing the current services.

Mr. Meyer gave an overview of the current library openings and recent vacancies that had been filled.

Mr. Phillips asked where the job opening information could be found. Mr. Meyer explained that job information could be found on the library's website. Mr. Meyer said that the library also looking to promote one full-time clerk and one half-time page.

## **Friends of the Library**

Mrs. Carroll gave an overview of the Friends meeting. She said there were four requests, that were approved. The total amount of approved requests was \$3570.00. She said the Saturday sale made \$1100 and the magazine sale made \$2000.

## **Foundation**

Mr. Sorensen said that Wegi Stewart attended the last Foundation board meeting. He said the members discussed future candidates for the Foundation board and what should be considered when the library began organizing a fund drive. Mr. Sorensen asked if perhaps Mr. Meyer and staff could come up with some needs that could be considered when they started thinking about fundraising. Mr. Meyer said there had been discussion by the staff on at least one of the things mentioned already. He said some of the discussions were about the ideas put forth by Project Architecture and Design. There was discussion about the history of fundraising at the library

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

Nothing to report

## **Financial and Properties**

### Parking Lot

Mr. Zientara said there was nothing new to report since the last meeting. He said there was a process in place. He said that bids for the parking lot project should go out early June 2019 with the results coming in before City Council in July 2019 and construction should start after the celebration and possibly done by October or early November.

### Check Register

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

### Budget

Mr. Meyer discussed the budget and tax disbursements. Mr. Meyer said the budget projection seemed to be going as projected. He reported that the library had received a grant from Norfolk Southern to purchase additional hotspots.

## **New**

### Trustees

Mr. Sorensen announced that Mrs. Carroll had agreed to return as a member of the board. He suggested a couple of people that he had spoken with that had said they would agree to serve on the board if they were asked. Motion to approve Mrs. Carroll returning as a board member by Mrs. Greene, seconded by Dr. Onuora, approved by all members except Mrs. Carroll who abstained

Mr. Sorensen discussed the process of appointing the board members and the mayor's involvement in the process.

The board members requested that June 20th board meeting be rescheduled to another day. Motion by Mr. Zientara to reschedule the June 20, 2019 meeting to June 27, 2019, seconded by Mrs. Williams, unanimously approved

Dr. Onuora said she would need a stand-in for the meeting on June 27 and for the meeting in the month of July 2019 because she would not be able to attend the meetings.

### Report on Diversity Training

Dr. Onuora gave a positive report on the online diversity training suggested by Mr. Meyer. She suggested that all board members take it. She said the library should probably review its policies to ensure that they practicing inclusion. Mr. Phillips asked what they were doing now. Mr. Meyer said currently there were no plans. He said there had been discussions about the need for diversity training.

He said there would possibly be some training during staff development day. Dr. Onuora discussed some information she felt the training should cover.

**Serving Our Public: Standards for Illinois Public Libraries**  
**Chapter 7: Collection Management and Resource Sharing**

Mr. Meyer covered process of collection management, the sharing of resources by various libraries and the technology currently used to assist the selectors.

**Public Comments**

Mark Girdler commented about the library, he expressed his disapproval of specific staff and programming decisions being made.

**Adjournment**

Motion to adjourn by Mr. Phillips at 5:35 p.m., seconded by Mrs. Carroll, unanimously approved.

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved 6/20/2019