

**DECATUR PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Long Range Planning Meeting Minutes**  
**June 12, 2012**

**I. CALL TO ORDER:**

Teena Zindel-McWilliams, president called the meeting to order at 5:33 p.m. Members present: Michael Deatherage, Mary Gendry, Jim Alpi and Gail Crookshank Staff present: Lee Ann Fisher, City Librarian, Robert Edwards, Asst. City Librarian, Amanda Standerfer, Head of Adult Division, and Noah Tipton, Head of Technical Services.

**II: AGENDA**

Formal agenda and minutes of not presented

**III. SURVEY COMMITTEE REPORT:**

Ms. Fisher presented a voice mail recording from a person (Carrie) relaying a message from Rick Bibb. The recording explained that due to an emergency operation required by one of his students on their trip to Africa, Rick would have to extend his stay in Africa and would be unable to present the results of the survey to the library at the during the intended timetable. Ms. Fisher explained that she had also had conversations with Susan Kruml who also works for Millikin and recently completed an independent staff survey who is helping to get her the information and results from the student survey. Ms. Fisher mentioned that she hadn't heard from the Millikin student marketing groups since the presentations at Millikin. She thanked the Board members that were able to attend.

Mrs. Gendry expressed that she thought the results might have been different and more telling if more diverse groups of people would have been asked.

Mr. Alpi suggested that the groups could have done better and been more accurate in their analysis. Ms. Fisher explained that the groups had waited a long time after the initial meeting before contacting the library for information. She also suspected that the illness of Rick may have hindered them from giving better presentations. Mrs. Gendry explained that their appeared to be a big difference in the groups presentations. She also mentioned that she wasn't sure if the analysis was representative of the library. Ms. Fisher explained that there could be benefits derived from the survey when coupled with other supplemental surveys. Mr. Deatherage stated that he was concerned that the survey didn't approach the issue of people who don't use the library and that we aren't reaching those people. Ms. Fisher explained that she would like to do a drill down analysis on the results when she receives them. Mrs. Gendry stated that what she received overall was that Children's is friendly and downstairs is overstaffed. Mrs. Gendry asked if volunteers would help. Mr. Deatherage asked if signing or similar would help. Ms. Fisher

Mr. Alpi presented documents to the group. He explained that needs assessment is helpful in projecting the needs of the library, including capital and energy assessment needs. Mrs. Zindel-McWilliams mentioned that a capital needs assessment document would be useful in explaining to the City why we need what we need. Mr. Alpi mentioned the overview in Standard and Poor document that he handed out would be very helpful in achieving a comprehensive overview. Ms. Fisher mentioned that she thought the library had a similar analysis a while back with Trane. Mr. Alpi stated that he thought it was Hunzeker, but he was just coming on the board then. He stated that there might be a better way to do what we do in planning. Mr. Alpi also mentioned a DCEO program. Mr. Tipton mentioned that the library had previously done something with them and SEDAC. Ms. Fisher explained the library was presently involved with the City in inquiries in an energy performance RFP. Mr. Edwards stated the library had already sent over energy bills for the last 12 months and he and Noah were scheduled to meet the RFP group July 10<sup>th</sup> and July 11<sup>th</sup>. Mr. Deatherage asked if some costs could be paid for by an energy performance contract. Could it be paid through the City? Mr. Alpi stated that sometimes energy performance contracts involve various vendors coming and assessing and then presenting quotes to do the work. Mrs. Zindel-McWilliams asked the members, what the library should do until the next meeting. Mr. Alpi stated that the library should develop its own plan. He suggested that Robert and Noah attend the meeting with the City and to determine the needs and view major areas of concern. Mr. Deatherage mentioned that he would like to see us work through the capital needs assessment. He stated that with the energy assessment, we might need more professional help. Mrs. Crookshank explained that maybe the City could help with the energy assessment. Ms. Fisher stated that possibly it could.

Mr. Deatherage asked if the committee needs to discuss the Local History room. Ms. Fisher explained that they are waiting on some Board decisions. Mrs. Zindel-McWilliams asked we have an idea of the costs. Ms. Fisher stated that we were also waiting until the new archivist starts before get back into the planning process. Mr. Deatherage and Mr. Alpi agree that the new person may need to get her feet wet before she is able to answer some questions. Ms. Fisher explained the specifics of the Local History space and its uses. Mr. Alpi suggested that the library might suggest asking BWC to reassess their contract to include some of the other areas. Mrs. Crookshank asked if the money was not all spent could it be reallocated to address other needs. Ms. Fisher explained that we could not do that with this grant. Mr. Alpi stated that perhaps there are others ways to that could be considered in the future to get flexibility in grant spending. Mrs. Zindel-McWilliams stated that the members should consider a plan that would seek flexibility. Mr. Alpi offered suggestions that possibly a previously used architect could be used to save expenses. Ms. Fisher that she would also like input from a new architect. Mr. Deatherage asked if a previously used architect was used could the old deliverables be utilized. Mr. Alpi stated that it would probably depend on the depth of the analysis. Mrs. Crookshank asked if more issues could then be added. Mr. Alpi stated he believed they could be.

Mr. Alpi stated that he would send a RFQ to Ms. Fisher and Mr. Edwards to develop a needs assessment. The members discussed who would be able to make the next meeting.

Meeting adjourned at 6:48 p.m.

Respectfully submitted,  
*Robert Edwards*  
Assistant City Librarian

Approved 7/10/2012