

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: July 21, 2016

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)

Aaron Largent

Paula Heinkel

Keyria Rodgers

Donna Williams,

Jennifer Sykes

Michael Sexton

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Absent: Gregg Zientara, Mark Sorensen

Guests: Allison Petty

Swearing in of New Board Member

Mr. Edwards swore in new board member Keyria Rodgers

Communications from the Public

None

Agenda

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

Minutes

Motion to approve June 2016 minutes made by Mr. Largent, seconded by Mr. Sexton, unanimously approved

City Librarian's report– Rick Meyer

Director Meyer reported that the Local History Assistant job description had been approved. He said that AFSCME had requested that they review the weight lifting restrictions. He said they would make the change and bring the description back to the board for approval. He reported that he had spoken at the City Council meeting on the 6th. He said he was looking to finalize the partners with the Demographics Now group. He reported that circulation was down a bit, but patron registrations were up. He reported that foot traffic was about the same. Mr. Phillips asked about the intra-library statistics. Director Meyer gave a report of the intra-library processes and the estimated cost per circulation. He reported that the library had closed one day because of the HVAC being down. He said the circulation for the children's material was down, but the program statistics for Readiculous program were up. He said that patron access was down, but Wi-Fi usage was up. He said the Local History department had seen its first decline in statistics in a year, but last year at this time the library had the grand opening event for the local history room. He said that library assists were up and the programming assists were up. There was

discussion about library programming. Director Meyer stated that Niche Academy numbers were up.

Reports of committees

Friends of the Library

No meeting in July, meeting in August.

Foundation

Mr. Phillips said the Foundation board had met. He said the board was waiting on more information on the RFID system. He said the Foundation board had expressed their support for the proposal. Director Meyer discussed the communications from Tech Logic. He talked about the marketing meeting and strategic planning.

Personnel, Policy & Public Relations Committee

Strategic Planning

Mr. Phillips said they have identified a couple of groups that do strategic planning and that can assist with the library's strategic plan. There was discussion about participation in the strategic planning process. Mr. Meyer discussed some options for having focal group meetings during the strategic planning sessions. Mr. Sexton asked what the goal of the planning was. Director Meyer discussed his views on the process. Mr. Phillips discussed some of the possible objectives and processes. There was discussion about the amount of time board members could devote to the process.

City Librarian Evaluation

Mr. Phillips reported that Director Meyer had presented several goals in the Personnel, Policy and Public Relations meetings. He said Director Meyer would be revising the list to present at the meeting next month.

Finance and Properties Committee

Check Register

Mrs. Sykes reviewed the check register. Motion to approve the check register by Mr. Largent, seconded by Mr. Sexton, unanimously approved.

Budget Report/Budget Update

Director Meyer discussed the new budget sheet. He talked about the surplus lines and capital lines. He said, he didn't feel that there would be any unexpected issues.

Illinois Heartland Library System (IHLS)

Mr. Phillips reported on his IHLS board training. He talked about the IHLS and the Decatur Public Library's role in the consortia in the past and present. He talked about IHLS finances and some decisions that they will have to face in the future. There was more discussion about IHLS.

Serving our public: Standards for Illinois Public Libraries

Facilities

Mr. Meyer stated that the facilities seemed to be in good shape. He said, with the City owning the building there was less to discuss. He said he thought they needed to consider a space plan in the future.

Public comments

None

Adjournment

Motion to adjourn by Mr. Sexton at 5:15 p.m., seconded by Mr. Largent unanimously approved

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 8/18/2016