

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### Minutes

**Date:** July 17, 2014

**Time:** 4:30 p.m.

**Location:** Decatur Public Library Board Room

**In Attendance:** Jim Alpi (President)  
Susan Kruml  
John Phillips  
Eugene King  
Mark Sorensen  
Garry Davis  
Denita Hentz  
Dr. Priscilla Palmer

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

**Absent:** Donna Williams

#### 1. Call to order

Meeting called to order by Mr. Alpi at 4:31 p.m.

#### 2. Agenda

Mr. Meyer mentioned that he might have some more information to add about policies and the meeting with Fred Schlipf. Motion to approve the agenda with amendments made by Mr. Sorensen, seconded by Dr. Palmer, all approved

#### Minutes of Previous Meeting

There was discussion about the minutes and the level of detail and uniformity that that they should have in the future. Mr. Sorensen mentioned that he thought that since the minutes were public record they should be detailed and include an explanation of amendments and motions. There was discussion about future minutes being a summary, but certain aspects having details. Mr. Meyer mentioned that he would be sure the summary about his IMRF investigation was added to the adjusted minutes. Motion to approve the minutes with format changes and corrections suggested by Mr. Sorensen and moving Mr. Phillips from the present section to absent section of the minutes by Sorensen, seconded by Dr. Palmer, all approved

#### 3. Communications from the Public

Mr. Alpi informed that two of the three new Board members would be sworn in and Mr. Edwards would lead them through that process. Mr. Edwards swore in the new Board members Denita Hentz and Susan Kruml.

#### **4. City Librarian's report**

Mr. Meyer presented an overview of Library operations for the month of June. Mr. Meyer discussed some of the sessions held at Small Public Library Management Institute boot camp he had attended on the first week of June. He mentioned that one installment of real estate taxes had come in. He further discussed that circulation of materials was up per hour despite fewer staff and fewer hours, there had been approximately 349 new registrations for library cards and there had been issues with the building. Mr. Meyer informed the Board that there had been issues with the sewer, the AC unit and a drain pan was causing a leak in the Adult Services area. Mr. Meyer mentioned that Technical Services had a record month in processing materials and the Local History department had completed one of their projects with negatives. Mr. Sorensen asked about the PNG funding. Mr. Edwards mentioned some of the events that PNG had recently completed.

#### **5. Old Business**

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

Mr. King stated that the Personnel, Policy and Public Relations Committee had met during the month of June. He mentioned that there had been discussion about Mr. Meyer's suggestions for amending the by-laws. Mr. King mentioned that Mr. Meyer had informed him that there were approximately 30 policies that would be presented for review in the future.

##### **Finance and Properties Committee**

Mr. Alpi stated that the Finance and Properties Committee had met in June. He mentioned that there was copy of the check register in the Board packets that had been discussed by the committee. Mr. Meyer explained that there was a mistake on the electric line that was a City error. He mentioned that it would be corrected during the next billing. Motion to approve the check register by Mr. Phillips, seconded by Mr. Davis, all approved.

Mr. Alpi asked Mr. Meyer if he would explain the new budget sheet in the Board packets. Mr. Meyer discussed his changes in the budget spreadsheet. There was more discussion about the new budget spreadsheet. Mr. Phillips commented that he thought Mr. Meyer had put a lot of work into new spreadsheet. He mentioned that he would also like to keep getting the cash flow sheets also. Mr. Meyer gave an overview of the present finances and budgeting. Mr. Sorensen asked about the Capital line. Mr. Meyer mentioned that the "Transfer to Capital" line was for funds to be transferred from the Revenue line to the Capital line. Mr. Alpi stated that initially the Board had intended to transfer funds into the capital fund, but the error with the FICA line at the beginning of the year had changed that. There was more discussion about the budget report. Motion to approve budget report by Dr. Palmer, seconded by Mr. Davis, all approved

Mr. Meyer discussed the 2015 budget goals that he had received from the Board. He discussed his desire to prioritize the goals and move in the direction the Board desired. There was more

discussion about prioritizing and implementing goals. Mr. Meyer mentioned that without an accurate EAV it is difficult to determine the revenue side at the present. Mr. Phillips mentioned that Mr. Meyer should go forward with the thought that the tax revenue would remain flat and go from there. Mr. Davis mentioned that Mr. Meyer should give about 4 or 5 things that are top priority to move funds to cover, such as training or marketing. Mr. Phillips mentioned he would like to input on specific costs and possibly a specific proposal to modestly expand hours. Dr. Palmer mentioned that she liked the idea of increasing the buying of materials for the collection. Mr. Davis stated that he agreed. Ms. Kruml asked if there had been any cost benefit analysis studies done. Mr. Meyer answered that in his limited time in his position he hadn't done an analysis, but he thought that it might be helpful. There was more discussion about goals and priorities. There was discussion about repairing the parking lot. Mr. Meyer mentioned that future plans for the library building would probably have a bearing on what direction they would go with the parking lot. Mr. Phillips asked about the salary ranges and raises. Mr. Meyer discussed his thoughts on in-house salary adjustments. Mr. Sorensen stated that Mr. Meyer should inform the Finance and Properties committee on the amounts and expenditures, he thought they would need to see a number. Mr. King stated that he generally leaned toward increasing hours if possible. There was discussion about increasing hours of operation and shifting hours of operation. Mr. Meyer mentioned his thoughts on the effects of the shift in library hours. Mrs. Hentz stated that she would like to see an increase in operating hours and buying materials if possible. Mr. Alpi mentioned that he would like to see some money set aside to build up a cash reserve. He mentioned that he also had concerns about a lower EAV in the future. Mr. Meyer mentioned that he and library administration would continue to work with City personnel to lower costs in purchasing. Mr. Meyer mentioned that there was a budget setup meeting scheduled with Gregg Zientara and his staff. He discussed budget lines that he intended to address at the meeting. Mr. Phillips asked Mr. Meyer if he had an idea of how he was going to approach the meeting. Did he have a strategy? Mr. Phillips added that if Mr. Meyer needed one of the Board members to attend the meeting, they would. Mr. Meyer gave a brief overview of how he intended to approach the upcoming meeting with the City's Finance staff.

## **6. New Business**

### **Illinois Heartland Library System**

Mr. Meyer informed the Board about the IHLS Executive Council meeting that he and Mr. Edwards had attended the in Du Quoin, IL.

### **Friends of the Library**

Mr. Alpi discussed that one of the Board members would be taking Mary Gendry's place to be the new Board representative with the Friends of the Library. Mr. Sorensen volunteered to be the new representative from the Board for the Friends of the Library Board meetings.

### **Other**

There was discussion about the Foundation meeting dates and representatives from the Board. Mr. Phillips mentioned there may be some conflicts with him attending the Foundation meeting at the scheduled times. He mentioned that he could stay on as a member of the Foundation for the time being.

Mr. Alpi mentioned that he would be receiving bids August 11<sup>th</sup>.

Mr. Sorensen discussed that they had met with Library staff, the architect and an engineer to discuss the HVAC options for the Local History project.

Mr. Meyer informed the Board about his conversations with Warren Graham, the author of the Black Belt Librarian. He mentioned that he also planned to have Mr. Graham speak at the staff development day in October. There was more discussion about the staff development day and Mr. Graham.

Mr. Meyer informed the Board of the visit from the Fred Schlipf, the space consultant. He mentioned that Mr. Schlipf mentioned that there should be a floor plan for movement of materials affected by the Local History project. Mr. Alpi mentioned that Jeff Haley might be able to help with a floor plan. Mr. Meyer covered the remainder of his report compiled by Mr. Schlipf. There was more discussion about floor plans for the first floor of the Library. There was discussion on the use of the Penny Severns room during the construction of the Local History project. Mr. Sorensen asked Mr. Meyer if the present administration had any definite plans for the Penny Severns room. Mr. Meyer mentioned that he had a few ideas, but that he had not had a chance to properly address the uses for the Penny Severns room yet. There was more discussion about the use of space on the first floor.

Mr. Meyer mentioned that the meeting dates would have to be voted on at the next Board meeting. He mentioned that the Board needed to decide on the August meeting date. Motion to have the next Board meeting on August 21<sup>nd</sup> by Mr. Sorensen, seconded by Dr. Palmer, all approved

#### **7. Standards for Illinois Libraries**

Mr. Meyer discussed the Chapter 10 in the Core Standards for libraries in Illinois. He discussed the marketing needs for the Library.

#### **8. Public Comment**

Public comments by Amy McEvoy and Mike Deatherage

#### **Meeting Adjourned**

Motion to adjourn by Mr. King, seconded by Mr. Sorensen  
Meeting adjourned at 6:18 p.m.

Scribe,

*Robert L. Edwards*

Assistant City Librarian

Approved by Board of Trustees  
8/21/2014