

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Minutes

Board Members

President:

Mark Sorensen

Members:

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Location: Decatur Public Library Board Room

Date: April 19, 2018

Time: 4:30 p.m.

Board members present: Mark Sorensen, Donna Williams, Louise Greene, Greg Zientara, Aaron Largent, John Phillips, Samantha Carroll

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

Absent: Michael Sexton, Dr. Ngozi Onuora

Guests: None

Call to order: Mr. Sorensen called the meeting to order at 4:31p.m.

Agenda: Unanimously approved

Minutes: Unanimously approved with the correction that the Friends of the Library's report was given by Mr. Meyer.

Communication from the public

None

City Librarians Report

Mr. Meyer reported that circulation continues to climb, adult programming continues to climb and that several staff members had attended various conferences and training. He reported that Children's statistics were up also. Mr. Zientara said he was glad statistics were going up. Mr. Phillips asked about the programs scheduled with lower numbers and their schedules. There was discussion.

Personnel Property and Public Relations

No meeting

Friends of the Library

Mrs. Carroll reported that the Friends of the Library had funded Young Adult Poetry month, distributed honorariums, supported the bicentennial program and funded a visit from Nitro Joe. She said that the Books Between Bites had been well attended, the speaker was Raphaella Prange from Millikin University.

Decatur Public Library Foundation

No meeting

Finance and Properties

Check register

Mr. Phillips discussed the Milliken program sponsorship, motion to approve the check register by Mr. Phillips, seconded by Mrs. Carroll, unanimously approved

Budget

Mr. Meyer reported that he needed to update the forecasts for salaries that were shown higher than the actual amounts. He said the Service to Office Equipment line was also higher, mostly due to the Watts company's procedures for billing. He reported that the library had received letter from the state informing them that they had been approved for the \$95,000 Per Capita grant. Mr. Meyer said it will change the revenue a bit. Mr. Phillips asked Mr. Meyer when he was thinking about starting on the 2019 budget. Mr. Meyer answered he'll start looking at some things probably around June 2018 and get into it more in August 2018. There was discussion. Mr. Meyer talked about possibly looking at some more tech options for spending.

PARKING LOT/ANNEX

Mr. Phillips discussed prior meeting with the City about the parking lot and annex. Mr. Sorensen discussed the City/Library agreement, the rent payments to the City over the year and the work that still needed to be done. There was discussion about the timeline of the City doing repairs. Mr. Meyer discussed past discussions about the strategic plan and board involvement with having the City start repairs. There was discussion. Mr. Zientara asked if the library should start a campaign to look for new home elsewhere. There was discussion. Mrs. Williams said she thought that the board should first wait and see how the discussions with the City would go. Mr. Meyer stated that moving the library would be a very expensive proposition. There was discussion.

Other

Mr. Phillips reported that the committees had discussed the frequency of the committee meetings. He said they had discussed the possibility of quarterly meetings. Mr. Phillips said he thought that the appointment of the City Finance Officer Mr. Zientara has worked out very favorably for the library, despite some hesitation by some City Council members.

Illinois Heartland Library System (IHLS)

Mr. Meyer said nothing special happened at the meeting. He said the meeting offered a good opportunity to network.

Old business

None

New Business

John McClarey Letter

Mr. Sorensen asked Mr. Meyer to bring a letter formally thanking John McClarey for the board to sign for his donation to the Decatur Public Library.

Motion to thank Mr. John McClarey formally made by Mrs. Carroll, seconded by Mrs. Greene, unanimously approved

Other

Mr. Meyer stated that there had been a donation of \$10,000 made to the Decatur Public Library from a private party. He stated that the donor would be added to the list of names on the donor board.

Mr. Zientara said that City landscaping on the library grounds would begin soon. He asked Mr. Meyer if he could possibly provide a list of some things that could be done outside. There was discussion.

Serving Our Public: Standards for Illinois Public Libraries -Programming

Mr. Meyer discussed current programming and the programming numbers. Mr. Phillips discussed his thoughts on programming. Mr. Meyer talked about some of the issues that had come up with programming and staffing. Mr. Phillips asked has there been more conscious effort to provide diversity into the different groups working on programming. There was discussion. Mr. Zientara asked how the Workforce Investment tenants were working out. Mr. Meyer said there had been a few hiccups, but so far things seem to be working out okay.

Adjourn

Motion to adjourn by Mrs. Carroll at 5:22 pm, seconded by Mr. Zientara, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved May 17, 2018