



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: June 18, 2020

Meeting time: 4:30 p.m.

Location: Decatur Public Library Board Room

Board Members

President:

Samantha Carroll

Members:

Sofia Xethalis

Amy Stockwell

Donna Williams

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Present: Donna Williams

Samantha Carroll

Louise Greene

Sofia Xethalis

Amy Stockwell

Samantha Carroll

Michael Sexton

Dr. Ngozi Onuora

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Becky Dampitz

Alissa Henkel

Matt Wilkerson

Carol Ziese

Absent: Gregg Zientara

Call to Order:

Ms. Carroll called the meeting to order at 4:30 p.m.

Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Agenda- Ms. Carroll asked for a motion to approve the agenda, Dr. Onuora made a motion to approve the agenda, seconded by Ms. Stockwell. Ms. Carroll requested a roll call vote, all in favor, Ms. Xethalis yes, Ms. Greene yes, Mr. Sexton yes, Ms. Stockwell yes, Dr. Onuora yes, Ms. Williams yes, and Ms. Carroll yes, unanimously approved.

Minutes May 21, 2020

Ms. Carroll asked for a motion to approve the May 21, 2020 minutes, Dr. Onuora made a motion to approve the minutes as presented, seconded by Ms. Xethalis. Ms. Carroll requested a roll call vote, all in favor, Ms. Xethalis yes, Ms. Greene yes, Mr. Sexton yes, Ms. Stockwell yes, Dr. Onuora yes, Ms. Williams yes, and Ms. Carroll yes, unanimously approved.

Public Comment

None.

Written Communication from the Public

None.

City Librarians Report

Mr. Meyer reviewed projected changes on circulation from 2019. Mr. Meyer thanked the DPL leadership team by name, (Robert Edwards, Carol Ziese, Alissa Henkel, Matt Wilkerson, and Becky Damptz) for their teamwork, and flexibility and willingness to make everything work during this time.

Mr. Meyer reported that foot traffic was about half of the pre-COVID numbers. He reported large increases in electronic resources usage. Also a huge number of e-Cards issued due to partnership with the school district.

Division Head Reports

Robert Edwards gave overview of administration's work since closure. He reported that the Circulation staff had all worked in the building at least a few shifts since close. Over 1000 items were checked out in six hours of the first day open. The circulation team processed approximately 1353 e-cards for SDMS and MHS students

Rebecca Damptz, Head of Archives & Special Collections, reported on database and other work completed since closure.

Alissa Henkel, Head of Programs, Resources & Services reviewed what the PRS team has continued working on projects and all have been working in the building recently. She discussed new electronic resources and programs, already acquired and to come in the near future.

Matt Wilkerson, Systems Administrator discussed changes made to adapt to COVID and provide

staff and patrons opportunities to observe social distance protocols. Discussed plans to switch to fiber internet.

Carol Ziese, Head of Technical Services reviewed that technical service is receiving, processing, cataloging, and sending out new materials. 80% of staff are in the building.

Discussed what types of remote customer service questions are answered, which is mostly what they are allowed to do while in building since COVID19, library cards, e-cards, and if other library patrons can check out materials, curbside service, hours opened, and holds.

Discussed continuing the story time hours, but with the publishing restrictions, there will likely be more restrictions such as performing live-only.

Reports of Committees

Personnel, Policy & Public Relations Committee

Diversity, Equity, and Inclusion

Ms. Carroll stated her own personal goal is to listen to the community and figure out how to serve the community better, in regards to this topic. Mr. Meyer said a member of the community Julia Livingston started a book discussion group on Facebook about race with a great deal of interest, that staff is supporting by making sure there are plenty of copies of the discussion titles, and has offered to help provide discussion platforms.

Mr. Edwards in his capacity of Diversity Committee Chair reported on the committee's progress. He is currently reviewing possible diversity consultants for the library.

Public Relations/Marketing Plan

Mr. Meyer reported there had been previous discussion regarding hiring a marketing consultant but would like to wait and see what the Patron Point software can do. It possibly could save money, and do exactly what the library wants, in an efficient way.

Personnel Update

Mr. Meyer reported two part-time openings, one which will likely not be filled. There are other possible changes being considered such as making some part-time positions full-time.

Sick Leave Policy Addendum

Addendum to the policy when State or National Emergency is declared, the City Librarian is authorized to temporarily waive all or part of the sick leave policies in order to make said policies less stringent. And any waiver is to be understood as non-precedentiary in nature.

Ms. Carroll asked for a motion to approve the amended sick leave policy Mr. Sexton made a motion to approve, seconded by Ms. Greene, Ms. Carroll requested a roll call vote, all in favor, Ms. Xethalis yes, Ms. Greene yes, Mr. Sexton yes, Ms. Stockwell yes, Dr. Onuora yes, Ms. Williams yes, and Ms. Carroll yes, the motion passes, unanimously approved.

Extended Family Medical Leave Act Policy

Recommended from the committee to adopt the policy with our letter head, the Extended Family Medical Leave Act Policy. The policy is a federal law until December 31, 2020. Ms. Carroll requested a motion to adopt the Extended Family Medical Leave Act Policy, Ms. Xethalis made a motion to adopt, seconded by Mr. Sexton, Ms. Carroll requested a roll call vote, all in favor, Ms. Xethalis yes, Ms. Greene yes, Mr. Sexton yes, Ms. Stockwell yes, Dr. Onuora yes, Ms. Williams yes, and Ms. Carroll yes, unanimously approved.

Temporary Travel Policy

The proposed policy is based on a City of Decatur memorandum and library counsel advised to adopt it as policy. Ms. Carroll requested a motion to adopt the Travel Advisory as a Travel Policy on Decatur Public Library letterhead. Ms. Carroll requested a roll call vote, all in favor, Ms. Xethalis yes, Ms. Greene yes, Mr. Sexton yes, Ms. Stockwell yes, Dr. Onuora yes, Ms. Williams yes, and Ms. Carroll yes, unanimously approved.

Board By-Laws, Electronic Participation

Resolution was drafted by library counsel to change bylaws of the Decatur Public Library Board of Trustees to allow for electronic participation in meetings under specific circumstances. Ms. Carroll requested a motion to amend pass the resolution, Ms. Xethalis made said motion, seconded by Mr. Sexton, Ms. Carroll requested a roll call vote, all in favor, Ms. Xethalis yes, Ms. Greene yes, Mr. Sexton yes, Ms. Stockwell yes, Dr. Onuora yes, Ms. Williams yes, and Ms. Carroll yes, unanimously approved.

Meeting Room Policy

Policy was amended to make meeting room use free to community, government and not for profit organizations. Ms. Carroll requested a motion to accept as presented, Ms. Stockwell made motion to accept as presented, seconded by Dr. Onuora, Ms. Carroll requested a roll call vote, all in favor, Ms. Xethalis yes, Ms. Greene yes, Mr. Sexton yes, Ms. Stockwell yes, Dr. Onuora yes, Ms. Williams yes, and Ms. Carroll yes, unanimously approved.

Ms. Carroll requested a motion to amend the fee schedule to reflect this change. Ms. Xethalis made motion to amend the fee schedule accordingly, seconded by Mr. Sexton. Ms. Carroll requested a roll call vote, all in favor, Ms. Xethalis yes, Ms. Greene yes, Mr. Sexton yes, Ms. Stockwell yes, Dr. Onuora yes, Ms. Williams yes, and Ms. Carroll yes, unanimously approved.

Finance and Properties Committee

Check Register for May

Ms. Stockwell said the committee met last week and discussed the check register. The committee recommends the board's approval and acceptance of the check register, Ms. Stockwell made the motion to approve the check register, seconded by Mr. Sexton. Ms. Carroll requested a roll call vote, all in favor, Ms. Xethalis yes, Ms. Greene yes, Mr. Sexton yes, Ms. Stockwell yes, Dr. Onuora yes, Ms. Williams yes, and Ms. Carroll yes, unanimously approved.

2020 Budget Review and Projection

Ms. Stockwell reported that the committee reviewed two reports that Mr. Meyer provided showing current operating numbers and his projection for the remainder of the fiscal year. The revenues are slightly down but so are the expenses by about the same amount.

Foundation Report

No Report.

Friends of the Library Report

Mr. Meyer said the Friends approved the library to begin accepting donations of books again. They will quarantine the books for one week, before they sort and handle them. The library made on funding requests in June.

Illinois Heartland Library Systems

Delivery reinstatement will resume on July 6, 2020.

Mr. Edwards said the HVAC work is done. Mr. Meyer said the landscaping is coming along.

Old Business

None.

New Business

Phase Three Reopening Plans

Mr. Meyer said that on the reopening day there was a count of 379 people through the door, but some of the count may have been himself coming in and out, he was there greeting and answering questions. He said Ms. Henkel, Ms. Dampitz and Ms. Ziese were greeting people and answering questions as well. Mr. Meyer reported that the library is planning to be open Monday thru Friday for the month of July. Curbside service will continue.

Patron computer usage has been low, and staff is cleaning the computer areas.

Board Openings

Discussion about board openings and filling the positions, Mr. Sexton mentioned Susan Avery, and Dr. Onuora mentioned Amanda Pippit. Ms. Carroll is going to inquire about these candidates, and try to find out some information, and make some contacts to see what she can do to help get the positions filled.

Outgoing Trustees

Ms. Carroll said Dr. Onuora, Ms. Williams, and Ms. Greene are leaving the board and it is very sad to see them go. She said that there will be a book of their choice, donated in their honor, thanking them for their service.

Chapter 5 Technology

Mr. Meyer reviewed, but there is a new edition of Standards for Illinois Libraries, but he has not received it yet. The library meets the old Technology standards.

There was discussion regarding board members and what committee each one should be on to have enough people to fill each committee meeting, and Mr. Meyer made a suggestion to consider till there is more people on the board, to cancel the committee meetings and take care of everything at the full board meetings.

Adjournment

Ms. Carroll requested a motion to adjourn at 5:37 p.m., Ms. Xethalis made motion to adjourn, seconded by Mr. Sexton, Ms. Carroll requested a roll call vote, all in favor, Ms. Xethalis I, Ms. Greene I, Mr. Sexton I, Ms. Stockwell yes, Dr. Onuora I, Ms. Williams I, and Ms. Carroll I, unanimously approved.

Scribe,

Betti Jo Heckwine
Administrative Assistant
Edited by
Rick Meyer
City Librarian

Approved 07/16/2020