



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
August 19, 2021 Meeting  
Minutes

**Date: August 19, 2021**

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

**Location: Decatur Public Library Board Room**

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**Board President:** Samantha Carroll **Board Members:** Sofia Xethalis, Susan Avery, Karl Coleman, Kathleen Wrigley

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**Present:** Samantha Carroll

Sofia Xethalis (via zoom)

Karl Coleman

Kathleen Wrigley

**New Trustees:**

Alana Banks

Anay Hunt

**Absent:**

Shelli Brunner – New Trustee

Susan Avery

**Staff:** Rick Meyer, City Librarian

Michelle Whitehead

**Guests:** Robert Edwards (via Zoom)

**Call to Order:**

Samantha Carroll called the meeting to order at 4:32 p.m.

**Swearing in of new trustees**

Mr. Meyer swore in the new trustees Alana Banks, and Anay Hunt.

**Public comments:** No Public Comments.

**Consent Agenda (Approval of Agenda, Approval of July 15, 2021 Regular Meeting Minutes (Action)** Ms. Banks made a motion to approve the Agenda and the July 15, 2021 Board of Trustee meeting minutes, seconded by Mr. Coleman. The motion was adopted.

**Written Communications from the Public:** None

### City Librarian's Report (Discussion)

Mr. Meyer presented actual, and projected changes in circulation materials from 2019, 2020, and 2021. Mr. Meyer also presented graphs to portray these changes and trends. He revisited Robert Edwards last day and how the handoff went smoothly. Dolly Pardon's Imagination Library event was a success. The visit from Senator Turner was enjoyable. The Library accepted the Best Use of Flowers award from Let's Keep Decatur and Macon County Bee-Utiful. The Master Gardner's are responsible for the flowers and were given the free pizza a month for a year trophy, which they intend to donate to Dove, Inc. The Library had 1 FOIA request in July. Our FOIA officer is Mr. Meyer. Library circulation is up 17%. The door count is down 59% from 2019 although, there is only a 32% decline in items checked out. Program attendance, including virtual and passive programs is up 12% from 2020. Currently, it's hard to project numbers because we don't have a good model due to the pandemic.

### Division Head Reports (Discussion) Reports given by Mr. Meyer.

Alissa Henkel, Head of Programs, Resources & Services- Updating theme book lists and QR codes. Susan Bishop is taking over the Rebecca Caudill book discussion group, Tabitha Bilyeu is changing the spice club to a cook book club.

Matt Wilkerson, Systems Administrator – Mr. Wilkerson and Chris Nihiser make sure our information technology systems are running smoothly and they are great problem solvers.

Carol Ziese, Head of Technical Services and Interim Head of Circulation – Carol took over as interim Head of Circulation on July 31<sup>st</sup>.

Rebecca Dampz, Head of Local History – Local History volunteer, Gary Geisler, makes incredible historical videos. Ms. Dampz is bringing the Illinois Freedom project here and is currently presenting the 911 poster display. Project Thinkwell ended this month.

### Reports of Committees:

#### A. Personnel, Policy, & Public Relations Committee (Discussion)

- a. Personnel Update (Discussion) Mr. Meyer assigned Carol Ziese as the interim Head of Circulation along with her role as Head of Technical Services. Kristie was promoted to full-time Library Assistant. We have a half-time Library Assistant position open.
- b. Diversity Committee (Discussion) Mr. Meyer asked Mr. Coleman to become the Chair of this committee and Ms. Wrigley be the staff liaison. A discussion was held to determine what the Board leaders want from the DEI committee. It was suggested to review collections, policies, and programs as well as reviewing the content of the proposals and how it could fit into the Library's budget.
- c. FMLA Leave Expansion and Emergency Sick Leave (Action) Ms. Banks made the motion to extend the policy until the end of December 2021, seconded by Mr. Coleman. The motion was adopted.
- d. Remote Work Policy (Discussion) Mr. Meyer reported that the Division head discussion is moving toward making the boundary narrow, and to put a cap on the number of days offered in a year. Mr. Meyer will pursue this as part of the policy. The discussion included holding employees accountable for Library

property that is damaged at home. The policy would also be dependent on the individuals work duties.

- e. Asset Disposition Policy (Discussion) Tabled discussion.
- f. Gates Lab Policy (Action) Mr. Coleman made the motion to accept the policy as presented, seconded by Ms. Banks. The motion was adopted.
- g. Other – Discussed the Library is still following the mask mandate. The Macon County Health department says they are highly recommended.

B. Finance and Properties Committee (No meeting)

C. Foundation (No meeting)

D. Friends of the Library

- a. August 12, Meeting (Discussion) – Ms. Carroll said there were several funding requests that totaled around \$1,000.00. Books between bites book discussion will be held the first Wednesday of each month.

E. Committee Assignments (Discussion) Ms. Carroll stated current Personnel, Policy, and Public Relations committee is made up of Mr. Coleman, Ms. Avery, Ms. Wrigley, Ms. Brunner, and myself. The Finance and Property committee includes Ms. Banks, Ms. Carroll, Ms. Hunt, and Ms. Xethalis is the Chair. The Foundation representative will be Ms. Brunner. Mr. Coleman is the diversity chair. Friends of the Library committee assignments start in September with Ms. Xethalis. This is held on the 2<sup>nd</sup> Thursday of each month. Samantha will provide a detailed list of assignments. The P, P, & PR chair is pending.

F. Illinois Heartland Library System – No report.

## **Old Business**

Board Opening (Discussion) Ms. Carroll reached out to Mayor Wolfe to see if a candidate is being reviewed. We still have 1 position open. It's important to keep the appointment of a new board member diverse if possible.

Electronic Sign (Discussion) Mr. Meyer mentioned the foundation has approved the full payment and the board approved the electronic sign and message board. The City would like to pay a portion of the invoice and take part in the message board system. Mr. Meyer is still working with the City council for final approval.

Friends of the Library Relocation (Action) City Manager Wrighton has not made a decision on this topic yet. The intention is to move workforce solutions to the lease space. The City will have to perform a build-out in order to accomplish that. Ideally, the Friends would liquidate their inventory and move their extra storage into the lease space for now. Once workforce has relocated, Friends would move into their old space downstairs. The Board must give written permission to move The Friends out of their space. Written permission will give approval to the City to move the Friends. Mr. Coleman made a motion to review the lease agreement before making a decision, and to table this until the next board meeting. Ms. Banks seconded the motion. The motion was adopted.

## **New Business**

July 2021 Check Register (Action) Mr Coleman made a motion for the Board to approve the July 2021 check register, seconded by Ms. Xethalis.. A roll call vote followed; Mr. Coleman,

yes, Ms. Banks, yes, Ms. Hunt, yes, Ms. Wrigley, yes, Ms. Carroll, yes, and Ms. Xethalis, yes.  
The motion was adopted

2021 Budget Report & Projection (Discussion) Mr. Meyer said revenue has been more robust than expected. We are on track with expenses. Building related costs are under budget. Our cash position is good.

### **Adjournment**

Ms. Carroll requested a motion for adjournment at 6:11 p.m. Mr. Coleman made the motion to adjourn, seconded by Ms. Hunt. The motion was adopted.

Scribe,  
Michelle Whitehead, Administrative Secretary