



## **Minutes**

Motion to approve minutes by Mrs. Greene, seconded by Mrs. Williams, unanimously approved

## **Communications from the Public**

none

## **City Librarian's report**

Mr. Meyer presented an overview of the highlights of the City Librarian's report. He reported that the statistics seemed a bit odd, foot traffic was going up but the physical circulation numbers were going down. There was discussion about circulation trends. Mr. Sorensen Mr. Meyer the status on the IT assistant position. Mr. Meyer stated that the IT position would be going out to the public now. Mr. Sorensen mentioned that now it might take as long as three months, depending on the number of candidates. Mr. Meyer said that it would be a longer process. Mr. Phillips asked about the application process and where the job description could be found. Mr. Meyer responded with some places that applicants could find the job description.

Mr. Meyer reported that the new phone system installed by the City is working fine.

## **Reports of committees**

### **Personnel, Policy & Public Relations Committee- Mark Sorensen**

Mr. Sorensen gave an overview of the Personnel, Policy & Public Relations committee meeting. Mr. Sorensen said that he had asked Ms. Stockwell to serve on the Personnel, Policy & Public Relations committee. He said that official election of officers would be during the February annual meeting. Mr. Sorensen announced that he was still trying to get evaluation responses and comments for the director's evaluation. He said that he was compiling the points for the evaluation. Mr. Sorensen said he would look to Mr. Phillips for salary recommendations. Mr. Phillips suggested that there should be a merit raise. Mr. Sorensen said that the current salary was at \$98,000.00 and there hadn't been any salary adjustments for 1 ½ years. Mr. Zientara asked if they had decided on a salary increase date yet. Mr. Phillips said some past salary adjustments were delayed due to the economic situation. There was discussion about the salary increase timeline and the evaluation process. Mr. Zientara said he was going to recommend that it be done in the new fiscal year. Mrs. Greene said she thought they could commit to an evaluation timeline and salary adjustments being consistent on an annual basis.

### **Friends of the Library- Samantha Carroll**

Mrs. Carroll reported that the Friends of the Library had met on December 13, 2018. She reported that the Books Between Bites program had 43 people with Teena Zindel-McWilliams as the speaker. She said there was one new member added, they made \$854.00 at the Saturday Book Sale and \$900.00 from ThiftBooks. She said the Friends had donated \$500.00 to the Winter Read; \$200.00 to Teen Winter Read, \$200.00 to Adult Winter Read and \$100.00 Children's Winter Read. They also donated \$600.00 to the Staff Recognition committee and the \$ \$2000.00 to the Master Gardeners.

## **Foundation**

Mr. Sorensen reported that the Foundation met on November 27, 2018. The Foundation agreed to go forward with the mailing of the Annual Appeal. He said the new donor board was in the lobby. He said they were currently short on Foundation members. Mr. Sorensen said that in February or March there would be more conversation.

## **Illinois Heartland Library System (IHLS)**

Nothing pressing. Some longtime goals for cataloging and OPAC

### **Finance and Properties Committee–John Phillips**

#### Check Register

Mr. Phillips explained the process of approving the check register. He noted that the funds have already been expended. Mr. Meyer discussed the staff payments on the check register and the purchase of new library cards. Ms. Stockwell asked Mr. Meyer if he had budget authority. Mr. Meyer answered he had authority for the budget lines.

Mr. Phillips said they should start thinking about the reelection of Board members and the roles of the remaining members. There was discussion about the terms and reelection of board members. Motion by Mr. Sorensen to allow Mr. Phillips to organize a nominating committee, seconded by Mr. Zientara, unanimously approved

Mr. Zientara asked if Illinois Statutes allowed for City Council members to serve on the library board. Mr. Meyer answered yes. There was discussion about other libraries with City Council members on their board and the benefits. Mr. Phillips said that in the past there had not been a City representative on the board. He said he had been a bit apprehensive to the idea, but Mr. Zientara has been good for the board and library.

#### Budget

Mr. Meyer said he would need to speak with Mr. Zientara at a later time about moving some funds into reserve funds.

### **Parking Lot/Annex**

Mr. Sorensen thanked the City for responding to his request to address the pot holes in the parking lot. Mr. Sorensen discussed the City approval for money for the parking lot remodeling. Mr. Zientara said that the approved funds would be sort of a placeholder for further funding. He talked about the process to fund and repay funding for the library lot. Mr. Sorensen asked Mr. Zientara if he could see a downside to the library board taking a vote to express their support for the City's decision. There was discussion about a motion. Mr. Sorensen suggested that the topic be put the January agenda. Mr. Meyer asked about the cost of a cost-benefit analysis. Mr. Zientara answered that the cost wouldn't be much, there would be less asphalt and more green space. Motion to table the vote until January by Mr. Phillips, seconded by Mrs. Carroll, unanimously approved

### **Space Plan**

Mr. Meyer reported that he staff had met with the Product, Architecture + Design company. He said it was a good meeting. The representatives presented some interesting ideas. He said they planned to bring some options to the February meeting. He said some of the idea included plans for the vacant space. There was discussion about the use of the vacant space.

### **Website Update**

Mr. Meyer said that the redesigned site was on a beta site. He said the look was pretty nice. He stated that he had been directed by the Foundation to request a discount from Jones and Thomas. He said Bill Lehman from Jones and Thomas had come in explained the coding issues and the

not to exceed price negotiated at the beginning. He said Mr. Lehman explained that Jones and Thomas had invested over \$20,000.00 into the project. Mr. Meyer explained that the beta site was not online.

**Other**

Mr. Meyer reported that a business had randomly set up and started interviews in the children's area. He said he had concerns that this might become a trend for other business groups.

**Serving Our Public: Standards for Illinois Public Libraries**

**Chapter 3: Personnel-** Mr. Meyer reported that the library was doing well in this section, the staffing levels were getting better, and they were currently working on salary schedules.

**Public Comments**

None

**Adjournment**

Motion to adjourn by Mr. Phillips seconded by Mrs. Carroll 6:02 pm, unanimously approved

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approved 1/17/2019