



## DECATUR PUBLIC LIBRARY

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### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

#### BOARD MEETING

#### MINUTES

**Date: April 18, 2019**

**Meeting time: 4:30 p.m.**

**Location: Decatur Public Library Board Room**

#### Board Members

##### **President:**

Mark Sorensen

##### **Members:**

John Phillips

Donna Williams

Amy Stockwell

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Present:** Mark Sorensen    **Staff:** City Librarian Rick Meyer

John Phillips

Donna Williams

Dr. Ngozi Onuora

Amy Stockwell

Louise Greene

Samantha Carroll

Gregg Zientara

**Absent:** Michael Sexton,

##### **Guests:**

#### **Call to order – Mark Sorensen**

Mr. Sorensen called the meeting to order at 4:30 pm.

Call to order – Mark Sorensen

#### **Approval of agenda**

Agenda unanimously approved with suggested changes

#### **Approval of minutes for March 21, 2019**

Minutes unanimously approved with changes

#### **Communications from The Public**

Comments from for public by Ed York, Julie Shirley and Scott Thompson. They spoke in support of the suspended library film program and the volunteer Marc Girdler. Mr. Sorensen

thanked them for the comments. He assured them that something would be done in the way of a solution. Mr. Meyer said another way he is evaluating the programs, is questioning if they are consistent with the library strategic plan.

### **City Librarian's report –Rick Meyer**

Mr. Meyer reported on library operations. He said, he, representatives from the library boards and a member of the library staff had met with the new City Manager Scot Wrighton and representatives from the City.

Mr. Meyer reported that there was about a 5% slight decline in checkout of physical materials, a slight increase in electronic checkouts and approximately 46% of the physical items checked out were checked out on the self-check machine. Mr. Phillips asked if the library is actively moving patrons to the self-check. Mr. Meyer said not at this time, however it might be considered in the future. There was discussion about the use of self-check in various libraries. Mr. Meyer said the library was going to experiment with the social worker being available on the library premises various times of the week.

Mr. Meyer said the new website went live on 18 March. He hasn't had a chance to look at the website analytics yet, but there is was a 39 percent increase in visitors. He reported a significant increase in website visitors in the children's area.

He reported that the film program is still suspended. He said that he and Mrs. Henkel had met with the film volunteer Mark Girdler. Mr. Meyer said that after the discussion and more investigation he decided that that he would include the volunteer in some aspects of the film program and probably reduce it to once a month event. Mr. Meyer said he would be approving any film series. There was discussion about book clubs and the films.

### **Reports of committees**

Personnel, Policy & Public Relations Committee –Ngozi Onuora

#### Management Personnel Policy

Mrs. Williams said that the first policy is to the Management Personnel Policy which has been revised. Motion to approve the Management Personnel Policy by Mrs. Williams, seconded by Mrs. Carroll, unanimously approved

#### Program Policy

Mr. Sorensen pointed out some errors in a document that he would like or the attorney to correct. Mr. Meyer said he would have the attorney correct it. Mr. Sorensen said he would like somebody from the staff to attend to it, it would be less expensive. Mr. Meyer said he would have it done. Mrs. Williams gave an overview of the reason for the program policy. Motion to approve the program policy by Dr. Onuora, seconded by Mrs. Carroll, discussion

Mr. Phillips said he found it interesting that one of the public commenters was non-resident who had traveled to come a distance to participate in the film program. Mrs. Greene asked if there was anything available that requires libraries to make accommodations to make their films available for disabled patrons. Mr. Meyer said he felt that as long as the room is ADA compliant they had reached the legal requirements, however that didn't mean that the library wouldn't be open to making other accommodations. unanimously approved

### **Technical Services Assistant Supervisor Job Description**

Mr. Meyer discussed the job description and the justification for increased pay. Motion to except the Technical Services Assistant Supervisor job description as presented by Dr. Onuora, seconded by Mrs. Greene, unanimously approved. Mr. Meyer gave an update on the library personnel and the recent hires. Mr. Phillips asked about diversity. Mr. Meyer said there was one person of color, but they did not meet the qualifications. There was discussion

### **Friends of the Library—Samantha Carroll April 11 meeting**

The Friends of the Library met in April 2019. The Friends board approved \$100.00 for Peeps on Parade, \$52.00 for Jeff Tish's program on birds, \$100.00 for props for Readiculous and \$500.00 for Thinking Outside the Barn.

Ms. Stockwell asked how the magazine sales were going. Mr. Meyer answered not very well.

Mrs. Greene thanked the library for the donations to the Think Outside the Barn program at the Farm progress show. She was appreciative of the donations.

### **Foundation—Mark Sorensen**

No meeting

Mr. Sorensen gave the date of the next foundation meeting.

### **Finance and Properties Committee—Amy Stockwell**

#### Parking Lot

Mr. Sorensen discussed the City's approval of funds to work on the parking lot. He said there was different options, one of which included coming in and taking out the loading dock. He said Mr. Zientara was meeting with the Massie and Massie. Mr. Zientara gave an overview of the cost and the discussions currently between Massie and Massie and City personnel. He said somewhere around the end of May 2019, studies should be completed and it should go before the council sometime in June. Bids would go out and it should come back to the council around July and probably in August or September work should be starting, depending on approval.

Mr. Zientara discussed other conversations by council. And the bid process. He said it should be completed before the end of construction season. Mr. Zientara said the thought is that the project would proceed forward and there would be a parking lot by the end of Fall. There was discussion about the City Council's thoughts toward the project.

#### March 2019 Check Register

Motion that the check register be adopted by Ms. Stockwell, seconded by Mr. Phillips, unanimously approved

Mr. Sorensen asked if there were questions. Ms. Stockwell answered there were no questions, but the review was interesting.

#### 2019 Budget and Projection/ 2020 Budget Process

Ms. Stockwell said Mr. Meyer had prepared a couple of reports in regards to what they had been studying about the budget. Mr. Meyer gave an overview of the operational spending and where the spending was at during the year. There was discussion. She said the second report grouped some spending into categories that made it easier to understand. There was discussion about

moving funds and pending legislature. Motion by Ms. Stockwell that \$281,000.00 moved from operating fund to the capital reserve, seconded by Mr. Phillips, unanimously approved

### **Space Use Priorities**

Ms. Stockwell said she felt that a feasibility study with some key people that might be involved in funding a library project might be the first steps. Mr. Meyer said that any plans to make significant changes to the building would have to be approved by the City. He said there is a process laid out in the contract between the City and the library. Mrs. Carroll asked Mr. Meyer if he had spoken with Wegi Stewart. Mr. Meyer answered that Mrs. Stewart recommended that they get an aspirational concept and present the concept to select individuals in the community for feedback. There was discussion. Mr. Meyer announced that Mrs. Stewart would be joining the Foundation board soon. Mr. Phillips expressed concern that two projects might cause confusion with everyone. Ms. Stockwell agreed. He said he would like to get the approval from the City Council for the parking lot first. Mr. Meyer and Ms. Stockwell agreed. Mr. Meyer said he would like to get more input on the space and design planning. There was discussion. Mr. Sorensen said they had meet with Workforce Investment to inform them that if there were changes, they might be asked to move upstairs. Mrs. Williams said she wasn't in favor of how the option was presented to them. Mr. Meyer said he doesn't remember the option being presented as Mr. Sorensen had stated. There was discussion. Mrs. Williams said that after the project, the plaza area would be prime real estate. There was discussion. Mr. Sorensen, explained that his thinking was that didn't want Workforce to be blindsided if they had to be relocated later. He wanted to share the information with them as soon as possible. Ms. Stockwell said that she felt there was need to stay connected to entities as such as Workforce, which seemed to provide services that aligned with the strategic plan. There was discussion.

### **Illinois Heartland Library System—Rick Meyer**

April 10, SHARE Executive Council Meeting

#### **Other**

Mr. Sorensen asked the board to suggest potential candidates for future board members and submit them to him. He said that he thought they should also look for various types for a balanced board. Mr. Phillips reminded the board that the applicant must live in the City.

### **SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

Chapter 6: Access

Mr. Meyer said that there may be work that needs to be done with providing access to library services

Public Comments

Adjournment Motion to adjourn by Mrs. Carroll, seconded by Dr. O, unanimously approved at 6:07 p.m.

Approved May 16, 2019

