

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: January 17, 2013

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Teena Zindel-McWilliams, President **Staff:** Lee Ann Fisher, City Librarian
Jim Alpi Robert Edwards, Asst. City Librarian
Mike Deatherage
Ed Costa
Eugene King
Dr. Priscilla Palmer
Mary Gendry

Absent: Gail Crookshank
Garry Davis

Guests:

Public comments:

1. Call to order

Mrs. Zindel-McWilliams called the meeting to order at 4:34 p.m.

2. Agenda

Motion made by Mrs. Gendry moved to approve the agenda, seconded by Mr Deatherage.

Minutes of Previous Meeting

Motion made by Dr. Palmer to approve the minutes from the December 22, 2012, the motion was seconded by Mrs. Gendry

3. Communications from the Public

None

4. City Librarian's report

Ms. Fisher mentioned she had received a letter and a call from Dan Winters of District # 61 Mr Winter discussed the situation with school's students from the transit on the library property

She mentioned that Mr Winters had said that the "library should do what it needed to do" to correct the issues. Mrs. Zindel-McWilliams asked if there were problems now Ms. Fisher stated that recently there haven't been any incidents lately due to the weather Dr Palmer mentioned that she had seen the bookmobile out at the Starship. Ms. Fisher explained the maintenance crew drives the bookmobiles to lunch from time to time because it is bad if they sit for such long periods of time.

5. Reports of Committees

Motion made by Mr King to enter into closed session at 4:40, seconded by Dr Palmer
City Librarian's Evaluation: Employment/Appointment Matters: Closed Session (5 ILCS 120/2(c)(1) I move that the Board enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

Returned from closed session at 4:58 p.m.

Mr Deatherage reviewed the financial reports, there being no questions, he asked for a motion. Mr Alpi made a motion to approve financial reports, seconded by Mr Costa. Mr. Deatherage asked Mr Alpi to discuss the proposal, physical needs assessment, local history and spatial evaluations. Mr Alpi mentioned that the Cordogan Clark group had come back with the less expensive option, although it included working with the staff. He discussed the constraints and ranges of the scale of costing. Mr Alpi mentioned that there were options mentioned by Cordogan Clark that specifically covered the space issues and local history area. He mentioned that he would like to see the physical needs assessment done, but it doesn't appear that the Foundation is willing to do that. The City is engaged with Johnson Controls so there may not be a need for Cordogan Clark to do as much. Mr Alpi mentioned the City absorbing some of the costs. He discussed the costs line by line on the detailed list sent by Cordogan Clark. Mr Alpi discussed that the structure costs may be costs that could be reduced. He would love to see the City take some of the costs. Ms. Fisher mentioned that Johnson Controls had been in on that day to look at the building. Mrs. Zindel-McWilliams mentioned that numbers given by Cordogan Clark were interesting, especially for the Annex. There was discussion by the Board about the Cordogan Clark email. Mr Alpi explained that the work that they were discussing were non-sequential to the work to be done on Local History Mr Alpi said he felt that a portion of the proposal could be recommended to the Board. Mr Alpi mentioned that he felt that the Foundation Board would like for the Board to give a presentation to their Board. Mrs. Zindel-McWilliams mentioned that the argument could be made for the assessment. Mr. Deatherage discussed that Mr Anthony Oliver had discussed the assessment. Mr Alpi mentioned that Ms. Fisher was checking into the constraints of the Myer funds. Ms. Fisher stated that she felt it would be difficult to get the Foundation to pay for future assessments, due to past expenses paid out for architects. Mr Deatherage had more questions about the Meyer fund. Ms. Fisher read the criteria from a past evaluation by Ed Booth, library attorney. Dr Palmer asked if it specifically said the funds couldn't be used for what they wanted to use it for. Ms. Fisher said that she interpreted the reading as no. Mr. Costa mentioned that the legalities may have changed. He thought that maybe Ms. Fisher could ask Ed Booth again. Ms. Fisher discussed the initial plans for the Meyers Trust.

Mr Costa mentioned that there was a specific Latin term that described the process. Mr Costa mentioned that Ms. Fisher should ask Ed again. Ms. Fisher mentioned that she had similar issues with the Frankel Trust. Mr Alpi asked if there could be some shifting of salaries of personnel. Ms. Zindel-McWilliams mentioned that maybe it could be a short term solution. Ms. Fisher mentioned that for the short term that could be possible, but salaries would make a big dent in any fund on a long term basis. Mrs. Zindel-McWilliams asked if they were ready to make a recommendation. Mr Alpi stated that he thought Lee Ann had stated that it would be difficult if the library weren't able to use Foundation money or funds from the Meyer Trust. Mr Deatherage mentioned that he thought a strong argument could be made that the Foundation needed to help. Mrs. Gendry mentioned that Mrs. Moore had mentioned that Board should contact the City Council. The Board discussed the options of going to the City. Ms. Fisher discussed the difficulties of the library being an agency instead of a department of the City Dr Palmer stated that maybe the Board needed to be more persistent. Mr. Costa discussed that perhaps low-interest loans or private donations were solutions. Ms. Fisher commented that not taking any action with the funds that they have for five years might hurt donations. Mrs. Gendry agreed that maybe the Board needed to visit the City Mr Deatherage discussed that money to start with Cordogan Clark might be there, but it didn't seem that there would be money to go forward after that. Ms. Fisher discussed that she thought the Foundation wanted to use the previous studies. Mr Alpi discussed that there were preliminary sketches of the present Local History and the Annex and blueprints. Ms. Fisher discussed options and plans of moving Local History upstairs or keeping in its present position. She mentioned that she thought the CAD drawings from the previous architect could be utilized. Mr Alpi discussed that it would depend on what the changes the library would be looking to do. Ms. Fisher mentioned back when the plans were made Becky Dampitz, Archivist was not part of the original local history planning. She mentioned that at the request of the Board, Ms. Dampitz had been added to the regular salaries. Mr. Alpi mentioned that he thought they should begin with a more limited scope, then if necessary they could go back to the Foundation. Mrs. Gendry mentioned that she liked the idea. Mr Alpi mentioned that there would be still be a need to seek funding for the needs assessment. Ms. Fisher mentioned that she felt that was money to cover the \$33,000

Mr Alpi made a motion to engage Cordogan Clark to undertake the programming and preliminary analysis at an hourly rate not to exceed \$10,000. Motion seconded by Mr Costa. Ms. Fisher mentioned asking the Foundation for money The Board discussed the motion should be amended.

The Board made the motion to amend the motion,

Mr Alpi made a motion to engage Cordogan Clark to undertake the programming and preliminary analysis at an hourly rate not to exceed \$10,000. The Board will approach the Foundation for funding, but if not approved the funds will be taken out of the Decatur Public Library budget funds, seconded by Mrs. Gendry

6. Illinois Heartland Library System

Ms. Fisher mentioned that based on the Board's recommendation she had spent the money from IHLS on the new commuters. She mentioned that the library would be replacing all their computers. Mr. Deatherage asked what would happen to the old computers. Ms. Fisher mentioned that Matt Wilkerson would use them as needed.

7. Friends of the Library

Mrs. Gendry reported that Friends book sales were doing well. She reported that Amy McAvoy was the new President of the Friends.

8. Foundation

Mr Alpi mentioned that he will attend the next Foundation meeting and present the Board's proposal.

9. New Business

Mrs. Zindel-McWilliams discussed that the By-Laws had been discussed and changes had been reviewed.

10. Old Business

Meeting Adjourned

Motion to adjourn by Mrs. Gendry, seconded by Mr King
Meeting adjourned at 5.57 p.m.

Dates of 2013 Meetings

February 21, 2013

March 21, 2013

April 18, 2013

May 16, 2013

June 20, 2013

July 18, 2013

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 02/28/2013