

DECATUR PUBLIC LIBRARY

BOARD OF TRUSTEES

Minutes

August 16, 2012

CALL TO ORDER:

Teena Zindel-McWilliams-President called the meeting to order at 4:33 p.m. Members present: Michael Deatherage, Gail Crookshank, Edward Costa, Eugene King, Jim Alpi, Garry Davis, Dr. Pricilla Palmer and Mary Gendry. Staff present: Lee Ann Fisher, City Librarian, Connie Strait, Technical Services Division Head and Robert Edwards, Asst. City Librarian.

Mr. Edwards led Dr. Pricilla Palmer and Garry Davis through the swearing in for new trustees. Ms. Strait introduced herself to the Board, giving a brief overview of her experience.

AGENDA:

Motion to approve agenda by Mr. Deatherage and seconded by Mr. Alpi. Motion carried unanimously.

MINUTES:

Motion by Mrs. Crookshank and seconded by Mrs. Gendry. Motion carried unanimously.

COMMUNICATIONS FROM THE PUBLIC:

None

CITY LIBRARIAN'S REPORT

Ms. Fisher explained to the new members the Librarian's report is an overall summary of the state of the Library. She explained that each Division Head submits a report of their division. Ms. Fisher explained that full reports of each division are available for review. Mrs. Gendry asked if the trash from the celebration had been moved. Ms. Fisher mentioned that there was still some trash to be removed. She mentioned that she'd emailed Lori (City of Decatur) about the trash and a truck that had been parked in the library parking lot during the celebration.

Mr. Alpi asked about the gate counter inside the building. Ms. Fisher explained that the library also has wireless system that she planning to implement. She informed the group that there had been some discrepancies with the counts and she felt the new system would be more accurate and present greater capabilities than the 3M. Mr. Alpi asked if there may be the capability to segment by the hour. Ms. Fisher explained that she though it may be possible. She would ask Matt.

Ms. Fisher explained that the Library had recently caught a patron stealing newspapers. She explained that the patron had been banned.

REPORTS OF COMMITTEES:

Personnel, Policy, and Public Relations Committee:

Mrs. Zindel-McWilliams asked if the committee needed to go into closed session to discuss the union negotiations was needed. Ms. Fisher stated that the union contract negotiations were completed; however there appeared to problems with wording with the draft sent to the Library. Ms. Fisher explained the percentages raises. Dr. Palmer asked how many years before the new contract expires. Ms. Fisher answered that the new contract was 5years, and expired in 2017.

Motion by Mr. Deatherage at 4:45 p.m. and seconded by Mr. Alpi to go into closed session under the Open Meeting Act (5 ILCS 120/2(c)(1) "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.'" Motion carried on a voice vote of yes.

Motion at 5:01 p.m. to return to an open meeting, motion carried on a voice vote of yes

Mrs. Zindel-McWilliams stated that the committee needed to consider state the previous minutes of past closed sessions, including those that are in storage. She mentioned her concern about that there should probably be note taking in each session. Mr. Deatherage asked if it meant that each committee needed to have someone take notes in the closed sessions. Mrs. Zindel-McWilliams said yes.

Finance and Properties Committee:

The check register was presented for information. Mr. Deatherage asked the members if there were questions about the check register. There being none, Dr. Palmer made a motion for approval of the check register, seconded by Mr. Alpi, all approved.

The budget report was presented for information. Mr. Alpi made a motion for approval of the check register, seconded by Mr. Davis, all approved.

Mr. Deatherage reviewed the history of the RFQs for the new members. He stated that the Library had sent out a RFQ notice and received several responses. He informed the committee that the remaining vendors were the result of an evaluation process done by Ms. Fisher, Mr. Edwards and Mr. Tipton. Mr. Alpi explained the revised metrics and shortened list. He stated that after the ranking is somewhat certain them pricing will enter in. Mr. Alpi mentioned that there were certain benefits to following specific processes. Mr. Deatherage asked about the ratings. Ms. Fisher mentioned the process of evaluating that the Library had followed (i.e. recording the times, 3 evaluators, and using someone else to count the results). Mr. Deatherage mentioned that there was present sentiment to make the list 5, adding one more vendor. Mr. Deatherage asked it the final interviews should be for the whole Board. Mrs. Zindel-McWilliams stated that she thought that the whole Board should be involved. Mr. Deatherage discussed the proposed timeline for the presentations. He asked the committee when they thought the meetings should be. Mrs. Gendry mentioned that she was thoroughly interested and looked forward to seeing more about the presentations. Mrs. Crookshank asked where the numbers from the

evaluation came from. Mr. Alpi covered the suggested criteria and scoring for the vendors. He mentioned BLDD was one of the vendors. He mentioned that they had previously done work on the Library. He stated that he also felt that a 5th vendor should be added. He mentioned that BLDD was a local vendor and the scoring between the 4th vendor and BLDD was close. Ms. Fisher agreed. Mr. Deatherage mentioned that he had other questions about experience. Mr. Alpi mentioned that some of the questions would be sorted out in the interview process and after the presentations. Mrs. Gendry mentioned that she thought the information given about the vendor qualifications was very good. Mr. Deatherage expressed concern over choosing between small firms vs. larger firms. Mr. Alpi suggested the structure of various architectural firms, in-house consultants and contractors. He stated that the Library would have to pick the best fit for their needs. Mrs. Zindel-McWilliams mentioned that the next step would be to decide when to meet, possibly at a time that would allow as many as possible to attend.

Illinois Heartland Library System:

Ms. Fisher explained that she has SHARE (Sharing Heartland's Available Resources Equally) governance meeting coming up.

Friends of the Decatur Public Library:

Mrs. Gendry asked Amy McEvoy to explain some of the activities and events on Friends calendar. Ms. McEvoy explained the Friends involvement and support of various projects and programs though out the library (i.e. Master Gardener, Baby Talk, Project Read, and the Birthday Books. Ms. McEvoy mentioned the Saturday Book Sale. Mrs. Gendry stated the Friends were doing a wonderful job.

FOUNDATION:

Ms. Fisher explained to the new Board members the history and purpose of the Foundation. She mentioned some recent examples of how the Foundation had supported the Library. Mrs. Crookshank asked about the fundraising. Ms. Fisher answered that for the time being there weren't any fundraising events planned.

SERVING OUR PUBLIC:

Mrs. Zindel McWilliams asked about handicap services. Ms. Fisher explained the various library services including the TTD line. She also mentioned the homebound service.

NEW BUSINESS:

Ms. Fisher explained that the library has several databases that are available for patrons in the library and those wanting to access it outside of the Library. Mr. Alpi asked if the City codes were donated by the City. Ms. Fisher answered that to her knowledge the City hadn't provided the library with copies of their codes.

OLD BUSINESS:

None

COMMENTS FROM PUBLIC:

None

ADJOURNMENT:

Motion by Mr. Deatherage and seconded by Mrs. Gendry to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 5:52 p.m.

Respectfully submitted,
Robert Edwards
Assistant City Librarian

Approve 09/20/2012