

**DECATUR PUBLIC LIBRARY
BOARD OF TRUSTEES**

Minutes

Date: April 16, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Jim Alpi (President)
Dr. Susan Kruml
John Phillips
Mark Sorensen
Garry Davis
Donna Williams
Jenny Sykes

Staff: Rick Meyer (City Librarian)
Robert Edwards (Asst. City Librarian)
Rebecca Damptz

Absent: Dr. Priscilla Palmer

Visitors:

1. Call to order

Meeting called to order by Mr. Alpi at 4:37 p.m.

2. Agenda

Motion to approve the agenda made by Mr. Sorensen, seconded by Dr. Kruml, unanimously approved.

Minutes of Previous Meeting

Motion to approve the minutes made by Mr. Sorensen, seconded by Mr. Phillips unanimously approved.

3. Communications from the Public

Mr. Alpi announced that the new board member, Jenny Sykes was in attendance. He introduced Sykes to the board members. Mr. Edwards led Mrs. Sykes through the oath to become a member of the Decatur Public Library Board of Trustees.

4. City Librarian's report

Mr. Meyer announced that the walls were finally down and the new Local History room was viewable to the public. He added that the project was ahead of schedule and under budget. Mr.

Meyer stated that he had attended an Illinois Heartland Library System (IHLS) strategic planning session. He explained that IHLS was gathering input from libraries during their strategic planning stage. He added that he had spoken with the library's e-book consultant and was working on ways to reduce costs. He stated that circulation was still down. Mr. Phillips asked if there had been any security issues. Mr. Meyer stated that for a while there had been a more patron bans, but recently the patron reports had been less. Mr. Sorensen asked if there was a decline in the accessing the online e-materials. Mr. Meyer gave an overview of the library's online downloads.

5. Personnel, Policy and Public Relations Committee

Mr. Alpi stated that he had asked Dr. Kruml to be the Chair of the Personnel, Policy and Public Relations committee. Mr. Phillips stated that he would like for there to be some discussions in the near future about recognizing recently deceased board member Mr. Eugene King. Mr. Sorensen stated that he had some ideas that could be discussed at a later time. Mr. Alpi stated that he had asked Dr. Kruml to take the lead in the City Librarian's evaluation process.

6. Finance and Properties Committee

Mr. Alpi stated that he had asked the new board member Mrs. Sykes to be on the Finance and Properties committee.

Check register

Mr. Phillips stated that the check register was in the board packets for review, he added that the checks on the register had already been paid. Mr. Sorensen asked what budget line the local history furniture would be on. Mr. Meyer answered that the furniture is paid for from the Myer fund. There was more discussion about the check register. Motion to approve check register by Dr. Kruml, seconded by Ms. Williams, unanimously approved.

Budget update

Mr. Meyer stated that budget appeared to be on track. Mr. Meyer stated that there were a few abnormal issues. He added there had been more overtime at this point than initially forecasted. He added that it was also a big months for spending for books and periodicals. There was discussion about future revenue.

Library/Building Commission/County

Mr. Alpi stated that the planning with the County and the Building Commission was moving forward to the point where the attorneys from both sides were drafting the details of an agreement. He added that the Library should have something back from the other attorneys the following week. Mr. Alpi stated that the agreement seemed to be on course. Mr. Phillips stated that there was the possibility of additional challenges with new appointments to the City.

7. Illinois Heartland Library System (IHLS)

Mr. Meyer stated that there was nothing additional to report about IHLS.

8. Friends of the Library

Mr. Sorensen summarized the duties and mission of the Friends for the new board member. He said the Friends have monthly book sales and a monthly book review called Books Between Bites. Mr. Meyer stated that people had been sending in donations for recently deceased board member Eugene King. Mr. Meyer stated that he had recently been approached by someone associated with the County office who is interested in sponsoring an annual event in honor of Mr. King. Mr. Phillips asked if the ideas could be consolidated. Mr. Meyer answered that he thought that the ideas could be consolidated.

9. Decatur Public Library Foundation

Mr. Phillips said that the Foundation had met earlier in the week. He stated that they had discussed future meeting dates and replacing the members whose terms were expiring. Mr. Sorensen suggested that lists be digitized for future accessibility. He stated that they had discussed providing funds for upcoming donor and open house events for the new local history room. He added that the grand opening events had been rescheduled to June 12th and 13th. Mr. Meyer stated that the floor had been redone but they were still waiting to get some carpet issues corrected. Mr. Alpi stated that he was glad the flooring issues were resolved. He added that the donor plaques were being designed. Mr. Alpi thanked Mr. Sorensen for heading up the efforts to appreciate the donors. Mr. Phillips

10. Old Business

None

11. New Business

Mr. Phillips stated that perhaps there could be something they could do to recognize past board members who have been a part of the local history project. Mr. Phillips stated that the Board would need to start thinking about new member replacement. Mr. Alpi stated that a nominating committee would be assembled. Mr. Alpi stated he had received information about another person interested in becoming a board member that he had not been in contact with yet. Mr. Phillips stated that while they are considering members, he wanted to be sure that consideration was given to searching for individuals in the African-American committee, especially since library services are heavily used by the African-American community.

12. Standards for Illinois Libraries

Mr. Meyer discussed Standards for Libraries in Illinois. He stated that the Library is doing better with spending for materials this year. He added that they are not at 12% yet. He discussed guidelines and criteria for materials selection. He discussed materials cycle, specifically weeding and ordering. Mr. Sorensen asked about interlibrary loans (ILL). Mr. Meyer and Mr. Edwards

discussed ILL procedures and comments. Dr. Kruml added comments about ILL procedures at Millikin University. Mr. Meyer added that patron requests for purchase are considered.

13. Public Comment

Meeting Adjourned

Motion to adjourn by Mr. Sorensen, seconded by Dr. Kruml
Meeting adjourned at 5:56 p.m.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 5/21/2015