

# DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

## Minutes

**Date:** October 16, 2014

**Time:** 4:30 p.m.

**Location:** Decatur Public Library Board Room

**In Attendance:** Jim Alpi (President)

John Phillips

Eugene King

Mark Sorensen

Garry Davis

Donna Williams

**Absent:** Dr. Priscilla Palmer, Susan Kruml

**Staff:** Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

### 1. Call to order

Meeting called to order by Mr. Alpi at 4:30 p.m.

### 2. Agenda

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

### Minutes of Previous Meeting

Motion to approve the minutes with date correction made by Mr. Sorensen, seconded by Mr. King, unanimously approved

### 3. Communications from the Public

Mr. Meyer discussed recent comments sent in by patrons praising the customer service by employees. He mentioned that patrons had singled out the extra efforts of staff members Patti Freitag and Lori Cerny. He stated that the Library has also received positive comments about the helpfulness of John Schirle, who works in Children's.

### 4. City Librarian's report

Mr. Meyer gave an overview of Library operations for the month of October. Mr. Meyer stated that the Library had recently signed the contract with Jones and Sullivan. Mr. Alpi asked about the gate count. Mr. Meyer stated that the gate count was for September and August. He added

that he would start having the year to year gate count. He stated that Maintenance had been very busy moving and setting up shelves.

He said that Technical Services and the other departments had kept up with their similar tasks. He added that the Children's department circulation was only down 9% despite reduced hours. Katie Gross met with Rocki Wilkerson and their ESL group from Richland Community College. He mentioned that book weeding of the collection was continuing. He said the Matt Wilkerson had resolved the issues with illegal downloads and was now working on a patron report database. He announced the Local History department had recently lost the services of Rene Corcoran, who is moving to Florida. He added that Becky Dampitz and the members of the Local History department had finally been able to get the cellulose nitrates removed. Mr. Meyer added that the Adults Services department was still dealing with challenges surrounding scheduling since the retirement of Marcia Stanckiewicz. He mentioned that some of the collection was being re-evaluated; specifically the electronic resource Zinio. Ms. Williams asked how books were chosen. Mr. Meyer discussed some of the criteria involved in choosing materials. There was discussion about the compiling statistics and collection development methods.

#### **5. Personnel, Policy and Public Relations Committee**

Mr. King announced that the Personnel, Policy and Public Relations Committee had met during the month of October. Mr. King said that they continued evaluating library policies presented by Mr. Meyer.

#### Collection Development Policy

Mr. Phillips asked Mr. Meyer if he reviewed policies by himself. Mr. Meyer stated that the collection development policy had also been reviewed by staff. Mr. Meyer mentioned that he often brings the policies to the division heads meetings to receive had also given their thoughts on the policy. Mr. Meyer stated that the Collection Development policy should be reviewed by the Board of Trustees every few years. Motion to adopt new revised policy to supersede the 2005 policy made by Mr. Sorensen, seconded by Mr. Phillips, unanimously approved

Mr. King stated that the committee had discussed the exemption status of some of the library employees. Mr. King said that there was discussion about considering other staff for the exempt status. Mr. King stated that those considerations had been tabled for the time being.

#### **6. Finance and Properties Committee**

Mr. Phillips stated that the Finance and Properties committee had met in October. He said that there was a copy of the check register in the Board packets that had been discussed by the committee. Mr. Phillips stated that it was comforting to be at the point this and have met the goals that they said they were going to meet. He applauded Mr. Meyer and staff. Motion by Mr. Phillips to approve the check register, seconded by Mr. Sorensen, approved unanimously

Mr. Meyer discussed the budget sheet and line items. He mentioned that the library was on pace to have a surplus. Mr. Sorensen asked about the difference in last YTD column. Mr. Meyer answered that there was an inaccuracy. There was more discussion about the budget spreadsheet. Mr. Phillips asked about the capital line. Mr. Meyer stated that the next sheet should have the \$20,000 in the capital line.

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

Mr. Meyer gave a brief overview of recent events at IHLS. He stated that there was presently a bit of a cataloging controversy that was being worked out.

## **8. Friends of the Library**

Mr. Sorensen stated that he had attended the Friends of the Library monthly meeting. He announced that the Friends had given Baby Talk \$4100.00.

## **9. Decatur Public Library Foundation**

Mr. Alpi stated that the Foundation will have their annual meeting on October 27<sup>th</sup>. He announced the Foundation Board now has a full Board again. Mr. Meyer stated that contract had been signed with contractors to begin the Local History project construction. He added that construction would begin on October 27<sup>th</sup>. Mr. Alpi added that the Board of Trustees will want to make their request for the refund of architectural services on that day.

## **10. Old Business**

Mr. Meyer stated that in preparation of the construction project some areas would be closed off and some items would be moved to the Penny Severns room. Mr. Alpi stated that the next issue that they would have to deal with would be furnishings. Mr. Meyer stated that Ms. Dampitz has a list. He added that she had removed the floor mounted art hanging system from the list of items to purchase. Mr. Meyer mentioned that there had also been some hidden costs in preparing for the project, such as shelving, wiring and other items. Mr. Sorensen asked what the recommendation to the Board was. Mr. Phillips asked if they wanted to ask the Foundation to fund 100 percent or only a portion of furnishing costs. Mr. Sorensen asked if the Myers Trust fund had over \$45,000.00. Mr. Meyer answered that there was more than \$45,000 in the fund. Mr. Alpi stated that it was his understanding that the Myers trust fund was designated for Local History use only. There was discussion about the Myers Trust fund. Mr. Davis suggested that they approve the request for \$45,000.00 when doing their presentation to the Foundation Board. There was more discussion about the presentation to the Foundation. Motion by Mr. Sorensen to ask the Foundation to approve up to \$45,000.00 to buy items for the Local History room, seconded by Mr. Davis, unanimously approved

Mr. Sorensen stated that maybe now the Foundation could get back to fundraising. Mr. Phillips stated that the board should probably first identify some uses for the monies that would be raised. Mr. Alpi stated that perhaps they could encourage the Foundation to think about fund raising after the Local History project is complete. He added that the project should be completed in about 3 months and they should do something to recognize the contributors. There was more discussion about the Local History timeline.

### Library Building

Mr. Alpi informed the Board that they had met with County and the Building Commission. He announced that they are putting together a proposal. He added that he thought the other parties

had a strong desire to make the deal work. He said that more structured meetings were planned for the future.

### **11. New Business**

Mr. Meyer stated that he thought that the staff development day had gone well. He added that the speaker Warren Graham was terrific speaker. He discussed some of the issues covered during the meeting. Mr. Meyer mentioned that the speaker had stressed security and customer service. Mr. Meyer announced that the Per Capita grant had been submitted to the State.

### **12. Standards for Illinois Libraries**

Mr. Meyer discussed the Core Standards for libraries in Illinois. He mentioned that numbers 5, 6, 7, 23, and 24 are standards that the Library needs to work on.

### **13. Public Comment**

None

### **Meeting Adjourned**

Motion to adjourn by Mr. Phillips, seconded by Mr. Davis  
Meeting adjourned at 5:35 p.m.

Scribe,  
*Robert L. Edwards*  
Assistant City Librarian

Approved 11/20/2014