

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Members

Mark Sorensen, President • John Phillips • Samantha Carroll • Gregg Zientara
• Aaron Largent • Dr. Ngozi Onuora • Michael Sexton • Louise Greene • Donna Williams

Location: Decatur Public Library Board Room

Date: March 15, 2018

Time: 4:30 p.m.

ATTENDANCE

Board Members

Present: Mark Sorensen, John Phillips, Donna Williams, Aaron Largent, Samantha Carroll, Gregg Zientara, Michael Sexton, Dr. Ngozi Onuora, Louise Greene

Absent:

Staff: Rick Meyer, City Librarian, Robert Edwards, Asst. City Librarian

CALL TO ORDER

Meeting called to order by Mr. Sorensen at 4:30 p.m. in the Decatur Public Library Board Room

NON-AGENDA PUBLIC COMMENT

None

APPROVAL OF AGENDA

The agenda was approved unanimously with the change of moving the Jones and Thomas Marketing proposal to be one of the last agenda items.

APPROVAL OF MINUTES

The February 15, 2018 minutes were approved unanimously. The 2017 Annual Meeting minutes from the February 2018 meeting were approved unanimously with amendment to the time and removal of "Chair" from one of the names listed.

AGENDA ITEMS

City Librarian's Report-Rick Meyer

Mr. Meyer reported that the things were moving well as they enter into the New Year. He said circulation is up, children's programming is up and the children's circulation has seen incredible numbers compared to past numbers. He added that the assists in Local History were also up and new librarians Alix Frazier and Kasey Steiling were doing radio spots informing the public about library services. He said there had been a great deal of interest in the displays in Local History during Black History month. Mr. Sorensen stated that he had been in touch with individuals at the City and Becky Dampitz concerning a digitizing City records.

REPORTS OF COMMITTEES

REPORT FROM PERSONNEL, POLICY AND PUBLIC RELATIONS: Aaron Largent

Mr. Largent recommended approval of the removal of fines and fees policy, the removal of fines and rolling the fees into the regular policy effective June 2, 2018.

Motion by Mr. Largent for the approval of the removal of fines and fees policy, the removal of fines and rolling the fees into the regular policy effective June 2, 2018, seconded by Dr. Onuora, unanimously approved

Discussion

Mr. Meyer said there would changes in the circulation procedures and guidelines. Mr. Phillips asked about auto-renewals. There was discussion about checkout times and renewals.

REPORT FROM THE FRIENDS OF THE LIBRARY: Samantha Carroll

Mr. Meyer said the Friends had already approved a variety of programs for 2018. Mrs. Carroll named some of the programs that the Friends had sponsored. Mr. Sorensen asked Mrs. Carroll if she would supply a running total of the funding by the Friends of the Library.

REPORT FROM THE DECATUR PUBLIC FOUNDATION: Michael Sexton

Mr. Sexton said that the marketing proposal was discussed. He said they were looking at creating next year's proposal letter. He said the Foundation group had discussed recruiting new board members. Mr. Meyer announced that the donor board would be down for a short time as more names were added. Mr. Sexton said there had also been some discussion about having a reception for the donors.

REPORT FROM THE FINANCE AND PROPERTIES COMMITTEE: John Phillips

No meeting held in March 2018.

NEW BUSINESS

Mr. Sorensen reported that he had contacted Mayor Julie Moore Wolfe regarding the current members that had shown interest in continuing to serve on the board. He said the mayor had agreed to help speed things up by approving the three individuals coming up for reinstatement, Aaron Largent, Michael Sexton, and Gregg Zientara. Motion by Mr. Phillips that they keep Mark Sorensen as president, Aaron Largent as vice president, and Donna Williams as Secretary, seconded by Mrs. Carroll, unanimously approved

Mr. Sorensen discussed the process of providing the mayor with the trustees for appointment. Mr. Sorensen said he had also sent photos of the parking lot to the mayor commenting on the need for repairs. He said the Mayor Moore Wolfe had responded that she would look into it. He said the next morning there was a City construction crew out repairing areas of the parking lot. There was more discussion about the annex, the parking lot and the flow of traffic and signage.

Check register

Mr. Meyer explained the checks that had been written to him and Mr. Largent was for the expense for the legislature trip for the library. He explained other checks written for the eclipse glasses and the Watts copy machine. Mr. Sorensen announced that Mr. Meyer had joined Rotary club per approval of the board and there will no doubt be a small membership fee. Motion to approve the check register by Mr. Phillips, seconded by Mr. Largent, unanimously approved

Budget

Mr. Meyer said there was nothing to be concerned about. He noted that the library had received \$12,000 grant check from the State for the Project Next Generation project grant submitted by Mr. Edwards.

Motion to approve the budget review by Mr. Sorensen, seconded by Dr. Onuora, unanimously approved

Strategic plan

Mr. Meyer talked on the steps taken to implement the plan. He said staff is progressing well with the implementation of the strategic plan. Mr. Phillips asked about the training of the frontline staff, he said the customer service had improved significantly. Mr. Meyer answered that there had been some training in-house and they were also reviewing the sessions that the staff had completed with Mark Sturgell in 2017. He also discussed the positive results of the customer survey that had been recently implemented.

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 8: Public Services: Reference and Reader's Advisory Services

Mr. Meyer covered the chapter and discussed how the library is meeting the guidelines.

Jones and Thomas—Marketing Plan

Mr. Sorensen discussed the current proposal for the marketing plan. There was discussion about the proposal. Mr. Largent said he felt the name change would probably be a deciding factor. Dr. Onuora said that after hearing the Jones and Thomas group explain the reason for the name change she understood more about why they had made the proposal. She said she would like to know which parts of the plan could be redone if they wanted to make changes. Mr. Sorensen listed the objectives. There was discussion about changing the tagline. Dr. Onuora discussed the marketing content, her thoughts about the rebranding and public relations. Mrs. Williams commented on the proposal for a name change. Mr. Sexton said he thought there should be more diversity with the age of the groups that were being consulted for a name change. There was discussion about services to the public. Mrs. Greene asked Mr. Meyer how the staff felt about the marketing proposal. Mr. Meyer discussed some of the remarks by the staff. Mr. Sorensen said a lot of what could be done with the rebranding in regards to the building would depend on what the City does and the changes they plan for the exterior part of the building. Mr. Sorensen commended the current board of trustees' participation as among the best of any of the boards that he has been on. Mr. Zientara asked what they needed to do to move the process of contacting the City forward. There was discussion about contacting the City and discussing their plans for the exterior.

Meeting Adjourned

Motion to adjourn by Mr. Phillips at 6:02 pm seconded by Mr. Zientara, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved April 19, 2018