

DECATUR PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Meeting Minutes

March 15, 2012

I. CALL TO ORDER:

Mary Gendry, vice-president called the meeting to order at 4:33 p.m. Members present: Michael Deatherage, Carol Craig, Gail Crookshank, Jim Alpi, Edward Costa, Eugene King arrived at 5:35 p.m. Teena Zindel-McWilliams and Ann Chambliss were absent. Staff present: Lee Ann Fisher, City Librarian, Karen Bjorkman, Asst. City Librarian and Noah Tipton, Head of Building Division.

II: AGENDA

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

III. MINUTES:

Motion by Mrs. Crookshank and seconded by Mr. Costa to approve the February 16, 2012 minutes as corrected. Motion carried unanimously.

IV. COMMUNICATIONS FROM THE PUBLIC:

None.

V. CITY LIBRARIAN'S REPORT

Explained the "Readiculous" program that the Children's Division has been performing as part of encouraging children to read and they performed it at the Summer Reading kick off that was held at the Decatur Public Library.

Ms. Fisher has been appointed to serve on the governing board of the new library system users group.

VI. REPORTS OF COMMITTEES:

Finance and Properties Committee:

Motion by Ms. Craig and seconded by Mr. Alpi to approve the check register as presented. Motion carried on a voice vote of yes.

Budget report was presented for information and Ms. Fisher stated that the library was at 83.3% for the fiscal year. Ms. Craig presented the deficit budget and the zero based budget to the board for discussion. Ms. Fisher explained the differences in the two budgets to the board. Ms. Craig explained that to reduce the budget further additional cuts would need to be made in personnel.

Ms. Fisher was questioned as to whether the Meyer Funds could be used for the archivist/librarian position. Ms. Fisher explained that a number of positions had already been reduced from full-time to half-time. One of the major problems is the continued absenteeism in various departments. Ms. Fisher explained that the city had set the mil-rate before asking the library what funds were needed to run the library. Mr. Neufeld called and stated that he needed the budget and the library would need to make the necessary cuts. Ms. Craig asked the board for suggestions on submitting the budget since the library has been operating with cuts that were made 2 (two) years ago. Mrs. Gendry asked if there was any additional discussion. The board determined that a written explanation of the drastic changes in the budget needed to be sent to the city along with the zero based budget. Ms. Fisher was asked to write the letter and Mrs. Zindel-McWilliams and Ms. Craig would sign it and that the letter and budget would be submitted to the city. Ms. Craig asked that the letter include the information that this would put the library out of compliance with the State of Illinois Library and that we would not be meeting the state recommended guidelines for a library of excellence. The narrative and budget needed to be submitted to Mr. Neufeld by Friday.

Motion by Ms. Craig and seconded by Mr. Deatherage to present the balanced budget and narrative to the Mr. Neufeld, City Finance Director. Motion carried on a voice vote.

Ms. Fisher presented Mr. Tipton (Head of Building Division) to explain the problems with the library chiller. Mr. Tipton explained that the chiller was 11 years old and that it is \$25,000.00 to replace all the broken parts and addition funds will be needed to replace the refrigerant monitor that has been an ongoing problem. This is less expensive than replacing the entire HVAC system for a cost of over \$350,000.00. Ms. Fisher explained that Hunzeker presented her with a cost for replacement on January 23, 2012, and that the sudden warm weather necessitated proceeding with repairs. There were no funds in the 2011/2012 budget and there are no funds in the 2012/2013 budget. Board discussed the ongoing problems with the HVAC system and the need for a facilities plan.

Motion by Mr. Alpi and seconded by Mrs. Crookshank to proceed with having Hunzeker replace the system with a cost not to exceed \$24,999.00. Motion carried on a voice vote of 5 yes and 1 no.

Personnel, Policy, and Public Relations Committee:

Mr. King stated that the issue with Mr. Kupish had been resolved.

Mr. King stated that the first meeting with the Union to discuss the contract has been set for April 2, 2012, at 1:00 p.m. in the library board room.

Motion by Mr. King and seconded by Mrs. Crookshank to approve the new "Library Use Policy". Motion carried unanimously.

Ms. Fisher presented the Archivist/Librarian position for discussion and explained the revisions that had been made based on recommendations from Mr. Sorensen.

Motion by Mr. King and seconded by Mrs. Crookshank to approve Archivist/Librarian job description as presented. Motion carried unanimously.

Illinois Heartland Library System:

No report

Friends of the Decatur Public Library:

Leslie Feeney the secretary for the Friends has resigned and Amy McAvoy has agreed to serve as the secretary.

Foundation:

The next meeting is Monday, March 26, 2012, at 4:30 p.m. We still need a representative from the Board to attend the Foundation meetings.

VII. NEW BUSINESS:

Still need some committee appointments.

IX. OLD BUSINESS:

Next meeting of the Long Range Planning Committee is at 5:30 p.m. on Tuesday, April 10, 2012 after the Finance Committee meeting.

Motion by Mr. Deatherage and seconded by Mr. Costa to authorize Ms. Fisher to sell all 3 (three) of the bookmobiles. Motion carried on a voice vote of yes.

Ms. Fisher presented the board with a copy of an energy survey for study and with a copy of the downtown renovation to keep them apprised of what is going on with the project. Franklin Street phase of the renovation is still scheduled for 2013.

X. SERVING OUR PUBLIC:

Serving Our Public 2.0: Standards for Illinois Public Libraries:

Chapter 2: Buildings and Grounds. Ms. Fisher stated that we do not meet standard number 2.

XII. COMMENTS FROM PUBLIC:

None

XIII. ADJOURNMENT:

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

Meeting adjourned at 6:25 p.m.

Respectfully submitted,
Karen Bjorkman
Assistant City Librarian

Approved 4/19/2012