

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: January 19, 2017

Where: Board Room

In Attendance: John Phillips (President)
Aaron Largent
Donna Williams,
Jennifer Sykes
Gregg Zientara
Paula Heinkel
Mark Sorensen

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

Absent: Keyria Rodgers, Michael Sexton,

Guests:

Communications from the Public

Mr. Meyer said that he had received an email about changes to the website. He discussed the website design. He said there was also a patron present at the meeting that had contacted him about the new RFID system.

The patron was given time to give his thoughts about the library system. The patron said that he did not feel the RFID was a good option for library for this time. Mr. Phillips thanked the speaker for his comments.

Agenda

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

Minutes

Motion to approve November 2016 minutes by Mr. Largent, seconded by Mrs. Williams, unanimously approved

Motion to approve December 2016, Special minutes by Mr. Largent, seconded by Mr. Sorensen, unanimously approved

City Librarian's report– Rick Meyer

Director Meyer reported the progress on the RFID project, that staff evaluations had been completed, a new Local History assistant had been hired and that two long time staff members Lee Wiley and Susan Gulick had retired. He updated the board on the strategic plan, the staff survey had been completed and the community survey has been sent out as well as invitations to the community retreat. Mr. Meyer said the labor negotiations with AFSCME had started. He

announced that circulation from November and December was slightly down slightly, but registrations were. Mr. Meyer gave an update on successfulness of the library programming. He reported that public computer access was down but the wireless usage was up. Mr. Meyer said the new displays were set up by Adult Services staff, were getting more circulation than other areas.

Friends of the Library

Mr. Largent gave an overview of the last two meetings of the Friends of the library. He said the Friends had approved the funding for the free tax program. He said they had approved funding for the purchase of books for the March Madness reading program. He announced they had elected two new board members there was discussion about the programs that the Friends of the library would fund.

Foundation

No meeting.

Personnel, Policy & Public Relations Committee

Volunteer Policy

Mr. Sorenson reported that the volunteer policy had been tabled to a later date

Labor Negotiations

Motion to enter into closed session by Mr. Largent per ILCS 120/2 Section 2(c)2 Collective negotiating matters between the public body and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees, seconded by Mrs. Williams, unanimously approved

Motion to exit closed session at 5:08 pm by Mr. Largent, seconded by Mrs. Williams, unanimously approved

Mr. Phillips said the reason for the closed session was to discuss the status of the labor negotiations. He said the next meeting was scheduled for January 25, 2017.

Strategic Planning

Mr. Meyer said the SWOT analysis and the community retreat was the next step in the process

Finance and Properties Committee

Check Register

Motion to approve the check register by Mr. Largent, seconded by Mr. Zientara, unanimously approved

Budget Report/2017

Mr. Meyer reported that the library had put in about \$50,000 in the about the reserve fund.

Mr. Zientara asked about the budget spreadsheet that was in the board packet. Mr. Meyer explained that the board had in front of them an updated spreadsheet. Mr. Largent noted that the library had spent nearly the entire allotted book budget and 2016 compared to past

expenditures in that area which were only at 6 to 8%. Mr. Meyer reported that the Property Replacement Tax was down almost \$70,000 in 2016. There was talk about State grants and State funding.

Mr. Meyer also discussed the sale of the bookmobiles, he announced that they had all been sold and were currently off the lot.

RFID

Mr. Meyer discussed the RFID project. He announced that Robert Edwards, Matt Wilkerson and Carol Ziese were working with the project managers for Bibliotheca. There was discussion about the goals.

Mr. Phillips asked if there could possibly be funding from the friends about the process. Mr. Meyer discussed the planning phase. Mr. Zientara asked how the library was planning on transferring the funds for payment to the City. There was discussion about the money transfer from the Foundation account to the City account. Mr. Meyer stated that he had met with a Community Foundation member about funding. He discussed plans for the Norfolk Southern grant, if received. There is discussion about other grant opportunities

Illinois Heartland Library System (IHLS)

Mr. Phillips reported that the Illinois Heartland Library System Board had not met.

Meeting Dates for 2017

Motion to approve the suggested meeting dates for Personnel Policy and Public Relations, the Finance and Properties, and the Board of Trustees meetings for 2017 by Mr. Sorensen, seconded by Mr. Largent, unanimously approved

Old Business

Mr. Sorensen said the Board had asked the City Librarian to invite members of the City Council and candidates for the upcoming election. He said some of the candidates had contacted him and confirmed that they had been reached.

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Motion to table *Serving the Public: Chapter 9* by Mr. Sorensen, seconded by Mr. Largent, unanimously approved

Public Comments

None

Adjournment

Motion to adjourn by Mr. Sorensen at 5:42 p.m., seconded by Mr. Largent, unanimously approved

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 2/16/2017