

REGULAR MEETING AGENDA
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Thursday, July 21, 2011

4:00 p.m.

Decatur Public Library Board Room

- I. Call to order – Teena Zindel-McWilliams -- President
- II. Approval of agenda
- III. Approval of minutes for June 16, 2011 regular meeting
- IV. Communications from the public
 - A. Geocaching
- V. City Librarian's report – Lee Ann Fisher
- VI. Reports of committees
 - A. Personnel, Policy & Public Relations Committee – Eugene King
 - i. City Librarian's evaluation
 - ii. Employment/Appointment Matters: Closed Session (5 ILCS 120/2(c)(1))
I move that the Board enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.
 - iii. Other
 - B. Finance and Properties Committee – Carol Craig
 - i. Approval of bills for June 2011
 - ii. Budget Report
 - iii. Other
 - C. Illinois Heartland Library System
 - i. Other
 - D. Friends of the Library

- A. Resignation – Darryl Barbee
 - i. Replacement suggestions to Mayor
- B. Setting Meeting Dates for 2011/2012
- C. Other
- VIII. Serving Our Public 2.0: Standards for Illinois Public Libraries:
 - Chapter 8: Public Services: Reference and Reader’s Advisory Services
- IX. Old Business
 - A. Mark Sorenson’s Preliminary Report
 - B. Long Range Plan planning session
 - C. Other
- X. Public comments – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes.
No immediate response will be given by the Library Trustees or Library staff members.
- XI. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting Minutes
July 21, 2011

I. CALL TO ORDER:

Teena Zindel-McWilliams, president called the meeting to order at 4:12 p.m. Members present: Michael Deatherage, Mary Gendry, Gail Crookshank, Jim Alpi and Carol Craig. Eugene King arrived at 4:55 p.m. Darryl Barbee and Edward Costa were absent. Staff present: Lee Ann Fisher, City Librarian and Karen Bjorkman, Asst. City Librarian.

II: AGENDA

Motion by Mrs. Crookshank and seconded by Mr. Alpi to approve the agenda as stated. Motion carried unanimously.

III. MINUTES:

Motion by Mrs. Gendry and seconded by Mrs. Crookshank to approve the June 16, 2011 minutes as presented. Motion carried unanimously.

IV. COMMUNICATIONS FROM THE PUBLIC:

Ms. Fisher has received a request to place a Geocaching container outside the library building. Ms. Craig asked about calling the City Legal Department regarding the library's liability. Motion by Mr. Deatherage and seconded by Mrs. Crookshank to approve the Geocach after checking with the City's legal department and if there is no legal responsibility for the library. Motion carried unanimously.

Ms. Fisher has received a call from Robert Truit, attorney requesting information on the Decatur Public Library Foundation for a client.

V. CITY LIBRARIAN'S REPORT:

Ms. Fisher reported that the patron, database, word-processing and the OPAC (Online Patron Access Computers) will be updated with the computers purchased through the grant. The funds have been received and the requirements of the Eliminate the Digital Divide grant are that computers must be for public use.

VI. REPORTS OF COMMITTEES:

Budget was presented for discussion.

Ms. Fisher spoke with Baby Talk and they are currently looking at other properties. Committee will discuss options for the library annex.. Ms. Craig suggested another meeting Ryan McCrady about getting City assistance with options for the library annex.

Ms. Fisher stated that the library staff has been patching the parking lot after additional questions were raised about redoing the lot.

The library should receive 2nd installment of tax funds by early October 2011.

Illinois Heartland Library System:

Transfer from Rolling Prairie Library System took place on July 1, 2011 as scheduled. The director search has concluded and they are hoping to have a decision by August 1, 2011. At this time no changes in delivery are planned.

There was a special called meeting of the LLSAP (Local Library System Automation Program) committee to discuss the transfer of a staff member. With only a 1 day notice the committee hired Mrs. Bauer on a part-time basis. The job description for the position was posted and things are still in place for the consolidation.

Friends of the Decatur Public Library:

Mrs. Gendry presented the board members with the Friends membership forms for those who are not already members to fill and return.

Motion by Mrs. Gendry and seconded by Mrs. Crookshank to allow the Friends and the Boy Scouts to monitor the library parking lot on Friday and Saturday during Decatur Celebration. Motion passed on a unanimous yes vote.

Foundation:

They have established a nominating committee for new officers. Jenni Lyden has agreed to serve as Treasurer until after the election of new officers.

The next meeting is August 25, 2011, at 4:30 p.m.

VIII. NEW BUSINESS:

IX. OLD BUSINESS:

Mark Sorenson has created a short survey for the Local History Room. He has completed a short abstract and is working with Mrs. Standerfer and Mrs. Hackney on a regular basis. He has keys to the Local History Room and to the storage closet. He will have a Local History Mission Statement to the board by August 18, 2011.

X. SERVING OUR PUBLIC:

Serving Our Public 2.0: Standards for Illinois Public Libraries: Chapter 8: Public Services: Reference and Reader's Advisory Services. Ms. Fisher stated that we meet the requirements.

VI. REPORTS OF COMMITTEES:

Personnel, Policy, and Public Relations Committee:

Mr. King arrived at 4:55. Motion by Mr. King and seconded by Ms. Craig at 4:58 p.m. that pursuant to ILCS 120/2(c)(1) the Board enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Motion carried on a roll call vote of all yes.

Motion by Mr. Deatherage at 6:20 p.m. that the Board return to open session.

XI. LONG RANGE PLAN:

Mrs. Zindel-McWilliams asked Ms. Fisher to create a list of the top 10 trends for public libraries. Ms. Craig asked that samples of library surveys be presented to the board at the August 18, 2011, regular meeting.

XII. COMMENTS FROM PUBLIC:

None

XIII. ADJOURNMENT:

Meeting adjourned at 6:30 p.m.

Respectfully submitted.