



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES DECEMBER 19, 2019

CALL TO ORDER

Board President, Donna Williams called the regular meeting of the Decatur Public Library Board of Trustees to order at 4:30 p.m. The meeting was held in the Board Room on the 2nd floor at Decatur Public Library at 130 N. Franklin St. Decatur, Illinois.

ROLL CALL

Members Present: Donna Williams, Gregg Zientara, Sofia Xethalis, Michael Sexton, Samantha Carroll

Members Absent: Dr. Ngozi Onuora, Amy Stockwell, Louise Greene

Library Staff Present: Rick Meyer, Executive Director

AGENDA

There was a motion to approve the agenda with changes, by Sofia Xethalis seconded by Gregg Zientara, motion carried.

MINUTES

There was a motion to approve the minutes with corrections by Samantha Carroll, seconded by Michael Sexton, motion carried.

WRITTEN CORRESPONDENCE TO THE BOARD

None

COMMENTS FROM THE AUDIENCE

Marc Girdler- Mr. Girdler commented on the management of operations at the library. He expressed his disapproval of some of the current administration's decision making.

REPORT OF THE EXECUTIVE DIRECTOR

Rick Meyer reported on library operations during the month of November. He gave a presentation, overviewing the circulation of materials and program stats which included visual

charts and graphs about the changes throughout the year. Michael Sexton asked about progress with plans for drawing more youth to the library. There was discussion about the circulation of materials, adding programs and creating marketing plans to grow the younger audiences. Michael Sexton suggested they could look at working with book clubs, having contests and adding programs to draw the young adult audience. Sofia Xethalis suggested possibly using a billboard to draw attention to the library. Samantha Carroll suggested some ideas such as reading groups and Sofia Xethalis discussed the need to address literacy for younger children.

PERSONNEL, PROPERTIES AND PUBLIC RELATIONS

FOIA Reports

Donna Williams said they had already discussed some of the FOIA report. She said the process seems to be going well.

Personnel update

Rick Meyer said that he was working with the City to straighten out complications with the civil service hiring process. He said that there was currently a half-time page opening.

Equity Diversity and Inclusion

Donna Williams said this was a topic the board hadn't had enough discussion about. She encouraged board members to look at the link Rick Meyer had sent out.

Ethics Ordinance and Policy

Donna Williams said they had reviewed the policy at the Committee meeting. She said it clarifies the library's position on gifts and other ethics issues. Rick Meyer said that the policy was basically taken straight from the state statute. There was motion to approve the policy by Samantha Carroll, seconded by Sofia Xethalis, motion carried unanimously by viva voce vote.

Trustee Fact File

Rick Meyer said the item was basically a placeholder to discuss the topic at another time. He said he had already gotten a few comments from board members about the Trustees Fact File, but he would like to have more comments from the board before full discussions started. He said maybe they could discuss it at the January 2020 board meeting.

Strategic Plan

Rick Meyer said the current strategic plan updates reflect the progress the library has made as of early November 2019. He said the board could review the plan and see if they still wanted to implement some items in the plan or make some modifications to the plan.

He said in the section discussing remote access, they'd discussed the opportunities to provide remote access for materials, which at the time didn't seem likely. He said that there were some remote access opportunities with the e-card which fulfilled some portions of the strategic plan. Donna Williams said that one of the ideas to come out of previous discussions, was the use of the Millikin students as interns for the library. She asked him if anything had developed in that direction. Sofia Xethalis says she thought that the teens needed their own space. Rick Meyer said that space consideration was part of the Welcoming Environment section of the strategic

plan. He said there have been ideas and plans that have been reviewed to address space planning considerations. He said that structural changes however, may have to include discussions with City personnel. Rick Meyer said that there was also the possibility of grant money for the space planning projects. He said there is approximately \$50 million in state grants available for library construction. He said that the fact that the library doesn't own the property doesn't necessarily eliminate the Decatur public library from this grant opportunities. There was more discussion about the teen space.

Samantha Carroll asked about some specifics of shelving. She said that she was okay with flexible shelving that could be moved around. Rick Meyer discussed the options that would be available with grant funds. There was more discussion about shelving examples, options and planning. Gregg Zientara asked Rick Meyer what projects the library were focused on. Rick Meyer said that the library would be looking at capital projects which would have to be reviewed and decided upon by the board. Gregg Zientara asked if the library had specific plans for certain project. Rick Meyer said that there were plans available that could be referred to. He said the library has already paid for plans from an architectural group that did a study earlier in the year. Mr. Meyer said he had also spoken with some individuals from the City briefly about the possibility of a project.

FINANCE AND PROPERTIES

Gregg Zientara discussed the progress of the parking lot. He said everyone seemed to be pleased with the work that had been done. He said the addition of green space and landscaping would be addressed in the spring time. He talked about the capital available for the library. He said when the City acquired the facility there was a lot of preferred maintenance done in the first eighteen months. He reported that other projects completed by the City, such as the lighting in the building. He said the Civic Center maintenance department had identified some things that needed attention or replacement, such as the roof. Samantha Carroll asked if they could do something about the signage around library. She said library signage was in bad shape and needed immediate attention. There was discussion about the signage

November 2019 Check Register

Rick Meyer explained the Ebsco charges. There was a motion to approve the check register by Sofia Xethalis, seconded by Gregg Zientara. Motion carried unanimously by roll call vote.

2019 Budget Review

Gregg Zientara said the library was currently having a good year, the revenue had exceeded expenses. Gregg Zientara said that they had recommended at the finance committee meeting to move \$200,000 into the capital fund. He said that in a few weeks they would have a better idea of where the library finances end up. There was a motion to move \$200,000 from surplus to the capital fund by Michael Sexton, seconded by Sofia Xethalis. Motion carried unanimously by roll call vote.

Travel Document

Gregg Zientara said there was nothing of significance for this topic, there were no requests for travel funding.

FOUNDATION

Rick Meyer said the library had received a very nice monetary gift from John and Barbara Dunn.

FRIENDS OF THE LIBRARY

Samantha Carroll said there were changes made at the last meeting. She said there were changes proposed to the secretary and treasury duties. She reported that the Friends had approved; \$200 for adult books, \$150 for the children's reading program, and \$2400 for the Pawprints. She reported that there were currently 302 members, Jan Matthews spoke at the December Books Between Bites where 41 people attended, Friends have collected \$1100 to date from Thriftbooks from the Labor Day book sale. She said the second Saturday book sale had brought in approximately \$900. She said the Friends had voted to change chair elections from January to February and the change chair commitment to five years. She said she had suggested to the Friends board that they consider diversity when choosing new members. She reported that her term as ~~liaison~~ on the Friends board expires in January and asked if any of the board of trustees were willing to take her place as liaison. Donna Williams appointed herself to the committee. Sofia Xethalis said she thought she might be able to do it.

ILLINOIS HEARTLAND LIBRARY SYSTEM

Rick Meyer said that the SHARE Executive Council met and voted to increase fees. He said that there were a lot of smaller libraries that would be struggling with the increase in minimum wage.

SERVING OUR PUBLIC STANDARDS FOR ILLINOIS PUBLIC LIBRARY

CHAPTER 12: Core Standards

Rick Meyer reported that the library currently meets all the core standards.

2019-12: ADJOURNMENT

There was a motion to adjourn by Sofia Xethalis, seconded by Samantha Carroll, at 5:58 p.m., motion passed.

Scribe,
Robert L. Edwards
Assistant City Librarian

Approved 01/16/2020