

REGULAR MEETING
AGENDA
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Thursday, March 15, 2012

4:30 p.m.

Decatur Public Library Board Room

- I. Call to order** – Mary Gendry, Vice-President
- II. Approval of agenda**
- III. Approval of minutes for** February 16, 2012
- IV. Communications from the public**
Thank you note from the Stephanie Bostick, Superintendent, Decatur Christian School
- V. City Librarian’s report**
- VI. Reports of committees**
 - A. Personnel, Policy & Public Relations Committee – Eugene King**
 - i. Library Use Policy
 - ii. Job Description
 - iii. Other
 - B. Finance and Properties Committee – Carol Craig**
 - i. Approval of check register for February 2012
 - ii. Budget Report
 - iii. Revised Budget for FY 2012/2013
 - iv. Chiller Bids
 - v. Other
 - C. Illinois Heartland Library System**
 - i. Lee Ann Fisher

VII. New Business

- A. Committee Appointment
- B. Other

VIII. Old Business

- A. Long Range Plan – Next meeting – Set date.
- B. Bookmobiles
- C. Energy Survey
- D. Downtown renovation
- E. Other

IX. Serving Our Public 2.0: Standards for Illinois Public Libraries:

Chapter 3: Personnel

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

Approved as amended 3/15/2012

DECATUR PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Meeting Minutes

February 16, 2012

I. CALL TO ORDER:

Teena Zindel-McWilliams, president called the meeting to order at 4:35 p.m. Members present: Eugene King, Mary Gendry, Michael Deatherage, Edward Costa and Jim Alpi arrived at 5:08 p.m. Carol Craig, Gail Crookshank and Ann Chambliss were absent. Staff present: Lee Ann Fisher, City Librarian and Karen Bjorkman, Asst. City Librarian.

II: AGENDA

Motion to approve agenda by Mrs. Gendry and seconded by Mr. King. Motion carried unanimously.

III. MINUTES:

Motion by Mr. King and seconded by Mrs. Gendry to approve the January 19, 2012, minutes as presented. Motion carried unanimously.

IV. COMMUNICATIONS FROM THE PUBLIC:

Received a thank you note from Evelyn Hood of the African-American Genealogical Society.

V. CITY LIBRARIAN'S REPORT

To date there have been 256 downloads on freegal. Report on the altercation in the foyer of the library and that steps have been taken to ensure the safety of library staff.

VI. REPORTS OF COMMITTEES:

Personnel, Policy, and Public Relations Committee:

Motion by Mr. King at 4:48 p.m. to go into closed session under the Open Meeting Act (5 ILCS 120/2(c)(11)) "I move that the Board enter into closed session for the purpose of for discussion of pending or probable litigation." Seconded by Mr. Costa and motion carried on a voice vote of yes.

Motion by Mr. King and seconded by Mrs. Gendry that the board return to open session at 5:04 p.m. Motion carried on a voice vote of yes.

Board consensus after discussion was that the Library Use Guidelines and the Cell Phone Policy be combined into one policy and the Personnel, Policy, and Public Relations Committee bring the new policy to the next board meeting for approval.

Finance and Properties Committee:

Motion by Mrs. Gendry and seconded by Mr. King to approve the check register as presented. Motion carried on a voice vote of yes.

Budget report was presented for information.

Ms. Fisher stated that there has been no further activity on the Illinois Heartland Library System about using some of the library space.

Letter from the Secretary of State that Decatur Public library will be receiving a check for \$78,063.11 as our per-capita grant. Not indication as to when the check would be received.

Illinois Heartland Library System:

No report

Friends of the Decatur Public Library:

Mrs. Gendry reported that the cost for the Annual Book Sale has been increased by \$500.00 for the use of the civic center and that they expect it to continue to increase every year.

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:

None

IX. OLD BUSINESS:

Next meeting of the Long Range Planning Committee is at 5:00 p.m. on Wednesday, February

Mr. Alpi asked about digitalization grants that might be available to fund the project Mr. Sorensen mentioned in his report. Mr. Deatherage stated that the Muller Family Foundation might have some interest and provide some support for the digitalization project. Mr. Deatherage asked if the library could scan and digitalize the material or if it would be necessary to send the material off-site for digitalization.

X. SERVING OUR PUBLIC:

Serving Our Public 2.0: Standards for Illinois Public Libraries:

Chapter 2: Governance & Administration

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 5:35 p.m.

Respectfully submitted,

Karen Bjorkman

Assistant City Librarian

Approved 2/15/2012