

# DECATUR PUBLIC LIBRARY

## BOARD OF TRUSTEES

### Minutes

September 20, 2012

#### **CALL TO ORDER:**

Teena Zindel-McWilliams-President called the meeting to order at 4:32 p.m. Members present: Michael Deatherage, Gail Crookshank, Edward Costa, Eugene King, Jim Alpi, Garry Davis and Dr. Pricilla Palmer. Staff present: Lee Ann Fisher, City Librarian and Robert Edwards, Asst. City Librarian.

#### **AGENDA:**

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

#### **MINUTES:**

Motion by Mr. Deatherage and seconded by Dr. Palmer approve minutes as amended (Mr. Costa's name to be removed from those present from August 16<sup>th</sup>, 2012 minutes). Motion carried unanimously.

#### **COMMUNICATIONS FROM THE PUBLIC:**

None

#### **CITY LIBRARIAN'S REPORT**

Ms. Fisher discussed the issues and ongoing problems with the students coming over to Library property from the Transit during the weekdays while waiting for buses. She also stated that new cameras were purchased and being installed to cover the hidden areas around the building. Dr. Palmer asked why the students couldn't wait on Transit property. Ms. Fisher stated that some of the students had been banned so they were no longer allowed to wait on Transit property. She added that during the first few days of the incidents Transit security were pushing the students off the Transit property and they were coming over to library property. Dr. Palmer asked if the problems had risen from the relocation of the Eisenhower High School students due to remodeling. Ms. Fisher stated she believed that was the case, that she had recognized numerous students in the required high school uniforms. Mrs. Zindel-McWilliams mentioned that the issues may resurface again when the MacArthur High School students have to relocate. Mr. Deatherage asked if the Transit's method of dealing with the students were to just push them off the Transit property. Ms. Fisher explained that after she had spoken to the Sherriff if was relayed to the Transit security that they were not to push the students off the Transit property on to Library property. Mr. Deatherage questioned what might happen in the winter months. Ms. Fisher mentioned that the students usually get off one bus and right back on to the bus that they are transferring to.

Ms. Fisher shared details from her IHLS meeting. She mentioned that the “Go Live” date for the new automation system would be April 13<sup>th</sup>. Ms. Fisher explained that the migration process would take approximately 2 weeks at the end of March, during which time the library would not be able to checkout or check-in materials. She mentioned that staff or patrons would not be able to catalog items, add items to the database, use the online catalog or make requests for materials. Mr. Alpi asked about the timeframe. Ms. Fisher mentioned that she had several staff members involved with the IHLS process and that she was optimistic that certain processes would be done earlier than scheduled. Ms. Fisher also explained that the internet would not be affected. Mr. Edwards added that the data dumps would take the longest.

## **REPORTS OF COMMITTEES:**

### **Personnel, Policy, and Public Relations Committee:**

Mr. King mentioned that the union contract issues had been completed. Ms. Fisher added that retro pay had been paid out and the language concerns corrected.

Mrs. Zindel-McWilliams mentioned that she had an interview with Doug Wolf before his Library exposé. She mentioned that there were differences in the actual interviews and perception taken by the broadcast interviews. Ms. Fisher mentioned that she had spoken with the Library attorney Ev Nicholas about the next course of action.

Motion by Mr. King at 5:35 p.m. and seconded by Mr. Alpi to go into closed session under the Open Meeting Act (5 ILCS 120/2(c)(1) “City Librarian’s Evaluation: 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.” Motion carried on a voice vote of yes.

Motion at 6:18 p.m. to return to an open meeting, motion carried on a voice vote of yes

Mr. King stated that the next item on the agenda for the Board to review was the Kindle policy. Ms. Fisher stated that the Kindles would be pre-loaded with e-books. Ms. Fisher explained that Amanda had modified a policy that another library had been using. Mr. King asked how many Kindles were available. Ms. Fisher explained that the library had received 14 but seven would be circulated with seven different genres. Mr. Deatherage if there were kindles that the students could use. Ms. Fisher explained the complexities of downloading and the necessity of having an Amazon account. Mr. King asked if the policy presented was the final draft. Ms. Fisher stated that it was, but it could be altered if need be.

Motion made by Mrs. Crookshank to approve Kindle Policy as presented, seconded by Mr. Deatherage. All approved.

### **Finance and Properties Committee:**

The check register was presented for information. The budget report was presented for information. Mr. Deatherage asked the members if there were questions about the check register. There being none, Mr. Alpi made a motion for approval of the check register, seconded by Mrs. Gendry, all approved.

Mr. Deatherage discussed the schedule of the RPQ vendor presentations for October 10<sup>th</sup> on the white board in the board room. He mentioned that presentations were still available if any of the committee wanted to take some home to preview.

Mr. Deatherage stated that one or two of the group could do questions. He mentioned that Ms. Fisher had mentioned that if further questions came up the vendors could be emailed. Ms. Fisher explained the timeframe of the presentations and interview process afterwards. The committee discussed if it would be better to had two days and what would be the best timeframe. Mr. Costa mentioned that to do all the presentations in one day would make for a long day for everyone. Mrs. Zindel-McWilliams mentioned that the presentations may not take as long as originally thought.

Ms. Fisher asked about notifying the vendors that did not make the short list. Mr. Alpi stated that they should be notified and should be thanked for their effort. Mr. Deatherage suggested that questions in the presentations be handed down to Mr. Alpi. Ms. Fisher stated that she would notify the vendors and get the necessary information out to the Board.

#### **Illinois Heartland Library System:**

Ms. Fisher explained that she has SHARE (Sharing Heartland's Available Resources Equally) governance meeting coming up.

#### **Friends of the Decatur Public Library:**

Mrs. Gendry explained the Friends of the Library reports. She mentioned that there were Friends about the WAND report. She reported that she expected Sid Shonkwiler to attend the October meeting.

#### **FOUNDATION:**

Ms. Fisher explained the Foundation committee was discussing the options on a maturing CD

#### **SERVING OUR PUBLIC:**

Ms. Fisher explained the various library services.

#### **NEW BUSINESS:**

Ms. Fisher explained she still needs to contact the new members for orientation.

#### **OLD BUSINESS:**

Mr. Edwards stated that there had been no responses from Heartland Fresh 2U on the Bookmobiles.

#### **COMMENTS FROM PUBLIC:**

None

#### **ADJOURNMENT:**

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

Meeting adjourned at 6:50 p.m.

Respectfully submitted,

*Robert Edwards*

Assistant City Librarian

Approved 10/18/2012