

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: November 19, 2015

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: John Phillips (President)

Michael Sexton

Mark Sorensen

Jennifer Sykes

Aaron Largent

Donna Williams

Dr. Priscilla Palmer

Gregg Zientara

Staff: Rick Meyer, City Librarian

Robert Edwards, Asst. City Librarian

Absent:

Guests: Decatur City Manager Tim Gleason, Chris Siudyla (Library attorney), Jim Alpi, Wendy Morthland (City of Decatur attorney), Allison Petty (Herald and Review), Mike Spaulding (WSOY) Sid Shonkwiler (Friends), Vickie Wrigley (Decatur Public Library Foundation), Julie Pangrac (Project Read), and Amy McEvoy (Friends)

Call to order

Mr. Phillips called the meeting to order at 4:30 p.m.

Agenda

Motion to approve the agenda with suggested changes by Mr. Zientara, seconded by Dr. Palmer, unanimously approved

Communications from the Public

Mr. Phillips stated they could move on to discuss the letter from the City. He said they would hear discussion about the letter from the City Manager, Tim Gleason. Mr. Phillips said the City Manager would answer questions about the document presented. City of Decatur, City Manager Tim Gleason stated that members of the City Council and City officials had met and discussed the option of the City obtaining the Library and putting together a proposal to the library. He said they were anxious to move on the proposal and need to formalize something. He said the City wanted to present a kickoff document to begin planning. He said there were concerns about the general obligation bond and the

City's obligation to continue to pay off the bonds that was addressed. Mr. Sorensen asked if the library didn't go with the City agreement, would the City still pay the bonds. The Mr. Gleason stated that the City would still pay off the bonds. Ms. Williams stated that she thought the City's approach was a little disturbing, because of the lack of detail. She said she hoped the City would be as forthcoming with the details of their proposal as the Decatur Public Building Commission (DPBC) had been with the details of their agreement. Mr. Gleason stated the agreement would be a little different because the relationship is different. He discussed some of the current needs of the library, including the maintenance concerns. He said that the City had plugged in about \$400,000 in the proposed 2016 budget for Capital concerns. Ms. Williams stated that \$400,000 didn't seem to be a terrible amount of money, considering the capital needs that the library had. Mr. Zientara said some additional measures have been set forth that the library would benefit from. He said the 2016 budget also included a facilities study. Mr. Sorensen asked the board if the DPBC agreement had been approved by the Library board and County Board. Mr. Phillips answered that the previous agreement had been approved by both boards. Mr. Sorensen asked if the City Council would approve a plan before they presented it to the Library. He added, there had been several open meetings held for the public during the negotiations with the DPBC. The Mr. Gleason said the City considered the library to be part of the City family and the constituents of the library were also the constituents of the city. Mr. Sorensen said, when the agreement with the DPBC was approved, it was indicated that there was specific use for specific space in the building. He asked, if the City took over the library building would their agreement spell out the same specific uses for space. Mr. Gleason discussed some of the uses intended for the library space not currently being used. He said the individuals that are currently in library space now would be in the same space if the City acquires the building. Dr. Palmer stated that she was also interested in the City's plans for library space. She said there were concerns that Project Read and the Friends of the Library remained in the library. Mr. Gleason stated that the City had reached out to some individuals about the use of library space, but the individuals that are in library space now would not have to move unless they decided to move. There was more discussion about space and a lease agreement to the City. Mr. Sexton asked about the procedure for presenting an agreement to the City Council for review. There was discussion about the lease agreements and how it should be presented to the City. Mr. Sexton stated that he also found the lack of detail in the City's proposal disturbing. There was more discussion about the lease and documentation needed to form an agreement. Mr. Meyer asked about the City's plans for the Annex. Mr. Gleason stated that the three options discussed were to sell the building, place a roof on it and use it or to demo it. There was discussion about the rent with the Annex included and without the Annex included by Mr. Zientara. Mr. Zientara stated that it would be the same deal as the DPBC, but the City felt they could give the library and the City of Decatur a better deal. There was more discussion about the utility costs and rent costs. Mr. Phillips stated his concern was that the risk of the utilities could fall back to the library. There was discussion about costs and potential savings. Mr. Zientara stated that money saved could be shared. There was more discussion about the cost and future studies to determine costs. Mr. Phillips stated that in the previous agreement the library had certain assurances about getting things done; he wanted to know how the library could be assured that those assurances would still be in place with the City. Mr. Gleason said the City also can provide assurances. He said there is also the letter from the mayor. He said the City feels there is an opportunity for the City of Decatur, we have discussed revenue streams that can be used and we can get a loan if that needs to happen. Mr.

Zientara said the money the City would use would not be from the general fund money. Project Read Director, Julie Pangrac stated that she appreciated the assurances that Project Read would have space for their program. She gave an overview of the present use of Project Read space and the benefit of being in the library. Mr. Largent asked if the \$432,000 was already included in the 2016 budget. Mr. Zientara stated that it was. Mr. Gleason thanked everyone for the questions. Mr. Phillips asked the board if there was any further discussion on the matter. Mr. Sorensen stated that he would like to have more insight on the previous financial proposal compared to the City's proposal. Mr. Zientara stated that the previous proposal was a good one but the City proposal to the library was a better long-term deal for the library. Mr. Sorensen stated that he would like to see it graphed out. He said he would also like to see a graph showing a little bit more about opting out. There was more discussion about the future use of space. There was discussion about the cost to the library. Dr. Palmer asked about the Johnson Control contract with the City and how that affects the library. Mr. Zientara stated that savings with Johnson Controls was guaranteed.

Mr. Phillips discussed some possible variations of the agreement and asked how the board would move forward. He asked the board's preference of drafting a draft for the City or letting the City come up with a draft. Mr. Largent stated that maybe they could have a working session, compile a list and then present the finished draft to the City. Mr. Phillips said some of the members could meet and then present the list to the others. Mr. Sexton stated that he thought they should work on it as a group. Mr. Meyer reminded the board that if they met together as a group they would have to consider the Open Meetings Act requirements. There was discussion about keeping the meetings open or going into closed sessions. Mr. Phillips stated they needed someone to prepare the document. Mr. Siudyla stated that it might be helpful if the board put together a bullet point list and presented them to Mr. Meyer.

There was discussion about the timeline of completing the documents and presenting them to the City. Ms. Morthland stated the timeline for completion would also depend on the size and details of the document. Mr. Phillips suggested December 9, 2015 as a work session date. Mr. Largent said that if they can get draft started on December 9th they may be able have something prepared and ready by the December 17th. Mr. Largent stated that he thought the Friends and Project Read should also present their concerns.

City librarian's report

Mr. Meyer discussed the need to begin to some capital improvements. He discussed possible repair work needed to the HVAC system and the potential costs involved. There was discussion by the board about maintenance costs. Mr. Meyer announced that the circulation of materials was down, he said audio visual circulation of materials was down also. He discussed some thoughts on the reason for the circulation drop. Mr. Meyer said a customer service committee and RFID committee had been formed and the library was also looking into the E-pay options. There was discussion about the amount of library visitors per month and area circulation for other libraries.

Friends of the Decatur Public Library

Mr. Sorensen said the Friends had met on November 12. He said that there were over 200 members, but they would like to see 100 % participation from the board. He said the Friends had agreed to provide funds for staff holiday party. He said the Friends had also provided funding to pay for the earbuds for the library patrons.

Foundation

Mr. Phillips stated the Foundation board had met and now had three new officers, Teena Zindel-McWilliams (president), Carol Craig (vice president) and Dick Doris (treasurer). He said there were also two new members, Vicki Wrigley and Amy Stockwell.

Personnel, Policy and Public Relations

Mr. Sorensen said that Dr. Kruml had submitted her resignation and suggestions for board replacements to the City Clerk and Mayor. Mr. Meyer stated he had spoken with Penny Frank, and Jerry Bauer, but he still needed more information from them to finalize the management personnel policy. Mr. Largent asked if there is a timeframe for the new member appointments for the board. Mr. Sorensen said the appointments would depend on the mayor.

Finance and Properties

Mrs. Sykes said that there were a few discussions about the check register in during the Finance and Properties which were answered. She asked if there were any questions. Motion approved the check register by Mr. Zientara, seconded by Mr. Largent, unanimously approved

Budget Report

Mr. Meyer discussed abnormalities in electricity billing and his consequent discussions with the city. He said the library should be getting credits for some of the electricity but he was unsure when the adjustments would show up. There was discussion about tax revenue and the end of the fiscal year.

Mr. Meyer stated that regardless of which 2016 budget they adopted, it would probably have to be revised in 2016. Mr. Zientara spoke on some of the proposed changes to the 2016 budget

Mr. Largent said the Finance and Properties committee had agreed to wait until the whole board reviewed the 2016 proposed budget before recommending it. There was more discussion about budget. Motion to approve the adjusted budget to be presented to the city by Dr. Palmer, seconded by Ms. Williams, all approved except Michael Sexton (abstained) and Aaron Largent (abstained).

Serving Our Public: Standards for Illinois Public Libraries

Tabled - Mr. Meyer reminded the board that some of the service and public standards chapters were required by the State.

Mr. Phillips stated that there are a lot of visitors who had attended who might have comments. He wanted make sure they had a chance for public comment.

Jim Alpi-Mr. Alpi said that the library should look at a few things as they considered the options before them. He said the necessity to increase the levy to pay for improvements if the City retained the property should be discussed in the City proposal versus the funding options in the DPBC proposal. He talked about the Annex options and the utilities being combined. He said that if the library decided to go with the City agreement that they should have the same specifics with the City agreement as they had in the DPBC/County agreement. They should also probably have the library attorney look at things to make sure they stay the same.

Meeting Adjourned

Motion to adjourn by Dr. Palmer at 6:10p.m., seconded by Mrs. Sykes, unanimously approved

Scribe,

Robert L. Edwards
Assistant City Librarian

Approved 12/17/2015