



DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

February 20, 2020

Members Present: Donna Williams, Amy Stockwell, Gregg Zientara, Sofia Xethalis, Michael Sexton, Dr. Ngozi Onuora

Members Absent: Samantha Carroll, Louise Greene

Library Staff Present: Rick Meyer, City Librarian, Robert Edwards, Assistant City Librarian

CALL TO ORDER

Ms. Williams called the meeting to order at 4:30 p.m.

AGENDA

There was a motion to approve the agenda with changes, by Dr. Onuora, seconded by Mr. Sexton, motion carried.

MINUTES

There was a motion by Mr. Sexton to approve the January 2020 minutes, seconded by Ms. Xethalis, motion carried.

WRITTEN CORRESPONDENCE TO THE BOARD

None

COMMENTS FROM THE AUDIENCE

Steven Luker- Mr. Luker expressed his concern about the library not having gender neutral bathrooms, as required by law. He expressed concern about the disclosure of personal patron information. Ms. Xethalis informed the group that there are 2 gender neutral bathrooms upstairs.

REPORT OF THE CITY LIBRARIAN

Mr. Meyer reported on library operations during the month of January, 2020. He reported that the Space Planning committee had met, the library was exploring a partnership with the Crossing Healthcare and the staff was working hard to prepare for the tax preparation program. He discussed circulation numbers and plans to replace public access computers. Ms. Williams asked about the partnership with the African American Cultural and Genealogical Society. Mr. Meyer discussed the movie Selma and other movies scheduled.

PERSONNEL, POLICY AND PUBLIC RELATIONS

Equity, Diversity and Inclusion

Ms. Williams said she was still waiting on the board changes before adding someone to the diversity committee. Rick Meyer said he thought that Robert Edwards and the diversity committee could probably start without having an appointed Trustee, but that it would be important to eventually have a Trustee serve.

Volunteer Policy and Implementation of Volunteer Policy

Ms Xethalis asked why mandatory background checks for volunteers was included in the revised policy. Mr. Meyer said that was a precaution that has become common practice in libraries. Mr.Zientara asked if background checks were to be good for only a certain length of time. Mr. Meyer said no, not currently. Ms.Stockwell asked how many volunteers were being utilized. Mr. Meyer said he wasn't sure of the exact number. Dr. Onuora said the potential downside to implementing the background check for current volunteers seemed to be 1) possibility of losing volunteers and 2) the cost of the background check. Mr.Sexton said the he thought the cost was worth it in order to have due diligence. There was discussion about current vs. future volunteer background checks and whether background checks would happen at regular intervals for long term volunteers. Consensus was that checks should occur at intervals and it was decided to send policy back to committee for revision.

FOIA Reports

Ms. Williams said that Mr. Meyer had provided the FOIA requests and responses in the packet for information. Mr.Meyer reported that FOIA requests had over \$19,000 in attorney fees and labor for FY2019.

Personnel

Ms. Williams asked Mr. Meyer to give a personnel update. He reported that there were currently two positions open a half-time Circulation Page and a half-time PRS Library Assistant.

Public Relations/Marketing Plan

Mr. Meyer reported that they were still working on the plan. Mr.Sexton recommended someone in marketing that he thought would be good for the process. There was discussion about marketing for the library.

Strategic Plan

Ms. Williams said they had reviewed the strategic plan in the committee meetings and discussed updates that could be made to the current plan. She said they had discussed the need to improve services to the young adult community.

Drug- and Alcohol-Free Workplace Policy and Procedure for Determining On-the-Job Intoxication—Alcohol and Drugs

Ms. Williams said they had talked about the process and the language. Mr. Meyer said they were still working through the language. He said it should be ready by the next board meeting.

FINANCE AND PROPERTIES

Capital Needs

Mr. Zientara reported that the new lighting for Franklin St. sign was installed. There was discussion about upgrade to the HVAC system and the timeline.

February 2020 Check Register

There was discussion about the line items. Mr. Meyer explained the database costs and the lost and damaged items line costs. There was a motion to approve the check register by Ms. Xethalis, seconded by Mr. Zientara, unanimously approved by roll call vote.

2020 Budget Review and Projection

Mr. Meyer reported that there was not a lot enough data to make projection this early in the fiscal year. He said that he was still evaluating some of the budget lines. There was discussion about warranties and Bibliotheca.

Other

Mr. Meyer reported on a recent storm sewer backup in the circulation area.

FOUNDATION

Mr. Meyer reported that approximately \$8,800.00 had been received from the annual appeal compared to the \$14,000 last year.

FRIENDS OF THE LIBRARY

Ms. Williams reported that the Friends approved \$735.00 in financial support for the Summer Reading Program. She said the program would now not be limited to Decatur card holders. She said the second Saturday book sale had grossed about \$1260.00. She reported there was discussion about increasing access for the elderly, the Friends had hired a treasurer/secretary, introduced a new travel reimbursement form and discussed preparing for future audits. She said that there had been 37 attendees at the Books Between Bites, possibly down due to bad weather.

IHLS

The meeting was cancelled.

Old Business

None

New Business

Mr. Sexton reported on possible new Trustees.

Space Plan

Ms. Xethalis gave an update on Space Planning meetings.

SERVING OUR PUBLIC STANDARDS FOR ILLINOIS PUBLIC LIBRARY

Chapter 3: Personnel

Mr. Meyer opined that State standards were very high in regard to the amount of personnel recommended for a library of Decatur's size. Mr. Zientara asked if volunteers were included. Mr. Meyer answered that volunteers were separate.

Other

There was discussion about the library conferences. Mr. Meyer said the next Illinois Library Association Annual Conference will be in Springfield in October.

2020-02: ADJOURNMENT

There was a motion to adjourn by Ms. Xethalis at 5:26 pm, seconded by Dr. Onuora, unanimously approved.

Scribe,
Robert L. Edwards
Assistant City Librarian
Edited by
Rick Meyer
City Librarian

Approval pending (draft 4/27/2020)