

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: December 21, 2017

Where: Decatur Public Library Board Room

In Attendance: Mark Sorensen (President)
Michael Sexton
Gregg Zientara
Aaron Largent
John Phillips
Dr. Ngozi Onuora
Louise Greene
Samantha Carroll

Staff: Rick Meyer, City Librarian
Robert Edwards, Asst. City Librarian

Absent: Donna Williams

Guests:

Call to Order:

Mr. Sorensen called the meeting to order at 4:31 pm

Agenda

Motion to approve the agenda with the changes by Mr. Largent, seconded by Mr. Sexton, unanimously approved

Minutes

Motion to approve minutes with changes by Mr. Zientara, seconded by Mr. Phillips, unanimously approved

Communications from the Public

None

City Librarian's report– Director Rick Meyer

Mr. Meyer highlighted the previous month's library operations. He reported that he had chaired the SHARE Executive Council meeting last month, attended a CEO Round Table organized by the Community Foundation of Macon County, spoken at a Kiwanis' meeting and attended the Illinois Heartland Library System (IHLS) Board Networking event at the State Library in Springfield. He said he and key library staff had met with Jones and Thomas to review the first draft of the website redesign. He accepted a nomination to run for the Illinois Library Association Board of Directors. He reported that he was currently working on the evaluations of the division heads and had begun work on the 2018 Per Capita Grant Application.

He reported that Circulation was up 11% in November, there was a 16% increase in foot traffic and 35% of all physical items checked out used self-check kiosks. Children's assists were down 2% and children's programming was down. Systems had installed five new staff computers and added 42 replacement chairs for the patron computers and the computer lab.

Public access computers sessions were down 8%, wireless sessions were up 35% and website visits were down 27%. Library Archivist Rebecca Damptz processed the Delta Sigma Theta SDAAC collection and local history assists were up 70%. Adult Division assists were up 1%, programming was up, Gale Courses enrollments were down 8%, Niche Academy usage was down 93%, Ancestry usage was up 412%, A to Z databases usage was up 164%, Demographics Now sessions usage was down 50%, Newsbank usage was up 41%. Gale databases usage was up 71%. Novelist usage was up 42%. Hoopla usage was up 517%, Freeding usage was down 64%, and Total Boox usage was down 60%, Mango Languages usage was up 59%, Kanopy usage was down 13%, Lynda.com increased usage 91% and Tutor.com is unused so far. He reported that Gregory Maguire had spoken at Millikin with about 250 in attendance.

Reports of committees

Personnel, Policy & Public Relations Committee- Aaron Largent

Mr. Largent reported that there had not been a meeting in December so there was nothing to report. He said the committee would present the revised goals for the City's Librarian's evaluation in January 2018.

Friends of the Library- Samantha Carroll

Mrs. Carroll reported that there were 36 people that attended the books between bites assessment. She said the library staff member John Shirley was a speaker. She said there was also annual meeting in scheduled for January. There is discussion about the nominations for the friends board. Mrs. Carol reported that funding had been approved for tax preparation and the adult and why a programming. She said there was also a memorial.

Foundation-Michael Sexton

Mr. Meyer reported that there had not been a Foundation board meeting. He said that currently the response to the annual appeals was at about \$5500.00.

Finance and Properties Committee-John Phillips

Mr. Phillips reported that there had been no meeting

Illinois Heartland Library System-John Phillips

Nothing to report

Old business

Mr. Sorensen said that he and Mr. Meyer had met with Mayor Moore-Wolfe. Mr. Sorensen gave a slight outline of the meeting said there was discussion about the city planning concerning library interests.

New business

Resolution to Adopt Policy Against Sexual Harassment and Retaliation

Mr. Meyer discussed the new policy and the provisions from the old policy. Mr. Zientara suggested that some of the wording be changed from his/her and male/female to person/people.. Phillips asked if there was anything in the policy that dealt with patron conduct. Mr. Meyer answered yes. There was discussion. Motion to adopt the Policy Against Sexual Harassment and Retaliation with changes, by Mr. Phillips, seconded by Mrs. Green, unanimously approved

Approval of November 2017 Check Register

Mr. Meyer explained some of the expenses. Motion to approve check register by Mr. Phillips, seconded by Mr. Zientara, unanimously approved

2017 Budget Review/2018 Budget Proposal

Mr. Meyer stated that the library looked to be in good shape assuming the library gets its last installment of taxes as forecasted. Mr. Zientara commented on the positive status of the library budget.

SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 5: Technology

Mr. Myers covered the Technology section of Serving Our Public: Standards for Illinois Public Libraries. He said the library is currently working on the website design. There was discussion about increasing IT staff and adding additional IT assistance. There was discussion about internships.

Other

Adjournment

Motion to adjourn by Mrs. Carroll at 5:04 p.m., seconded by Mr. Sexton, unanimously approved

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 1/18/2018