

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**Minutes**

**Date: May 19, 2016**

**Time: 4:30 p.m.**

**Location: Decatur Public Library Board Room**

**In Attendance:** John Phillips (President)  
Gregg Zientara  
Mark Sorensen  
Aaron Largent  
Dr. Priscilla Palmer  
Donna Williams,  
Michael Sexton

**Staff:** Rick Meyer, City Librarian  
Robert Edwards, Asst. City Librarian  
Becky Damptz, Archivist

**Absent:** Paula Heinkel, Jennifer Sykes

**Guests:**

**Communications from the Public**

None

**Call to order**

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

**Agenda**

Motion to approve the agenda by Dr. Palmer, seconded by Mr. Largent, unanimously approved

**Minutes**

Motion to approve minutes by Mr. Sorensen, seconded by Dr. Palmer, unanimously approved

**City Librarian's Report**

Mr. Meyer reported that there was a slight increase in the general circulation of materials and Local History traffic in March. He said the library also had an increase in library programming. Mr. Phillips asked about feedback from visitors to the Local History room. Ms. Damptz stated that the feedback from the visitors had been positive. Mr. Meyer stated that circulation and foot traffic for the month of April

was significantly lower than last year. Mr. Meyer said that he thought the next few months should give a better indication of the trend. He said he expected the library to be rolling out some new resources that would increase foot traffic. Mr. Zientara asked if the foot traffic was really a good overall indicator. Mr. Meyer expressed his thoughts on the relevance of circulation and foot traffic statistics. There was more discussion about library foot traffic. Dr. Palmer asked how the online resources were going. Mr. Meyer said he had some statistics on the online circulation, but he needed more to make an accurate projection. He said the Children's department statistics were not down as much as the rest of the library's circulation. Mr. Meyer said the computer usage was up and the Coloring Night program was going well. Mr. Meyer discussed the library's participation at the City Health Fair. Mr. Zientara reported that Mrs. Alissa Heinkel had been working with the City health initiative. He said the City looked forward to the continued participation from the library staff.

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

Mr. Sorensen announced that member renewal notices had been sent out to previous members. He reported on the Book between Bites program. He discussed the library funding requests made at the Friends meeting. He talked about the Millikin artwork for the reading program. He said funding had been approved for buying books for the library reading program.

### **Foundation**

Mr. Sorensen announced the Foundation board had offered up to \$10,000.00 to assist in library marketing efforts. He said that a committee had been formed to help with the marketing. He said the group had met with a major marketing firm to discuss marketing options. Mr. Sexton asked if the library ever used interns from Millikin. There was discussion about the use of interns. Mr. Phillips discussed the discussions by the Foundation board about future fundraising. There was discussion about redoing the current strategic plan. There was discussion about acquiring a strategic planning consultant. Mr. Meyer stated that he thought they should consider someone with knowledge and experience planning with libraries. Mr. Meyer stated that the American Library Association had posted guidelines to help libraries. Mr. Sorensen said Paul Osbourne had printed a nice positive article about the history of the library.

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

Mr. Sorensen said the Personnel, Policy and Public Relations had met. He said they had discussed and recommended the addition of an assistant for the Archivist. He said funding for the position would come out of the Myer fund. He said the position would be funded until the end of 2017 and then re-evaluated. Mr. Largent said he had some concerns about short term of the position. There was discussion about the term of the position.

Motion to approve the Local History Archivist position funded by the Myer fund for the remainder of 2016 year and for the 2017 year by Mr. Sorensen, seconded by Mr. Zientara, unanimously approved.

The committee agreed to table the Continuing education policy.

Mr. Sorensen said the committee had discussed the City Librarian evaluation process. He said they will use the old form to start the evaluation process. Motion to approve the use of the old form to be sent

out by Mr. Sorensen to start the evaluation process by Dr. Palmer, seconded by Mr. Zientara, unanimously approved

### **Finance and Properties**

Mr. Phillips discussed the check register. Mr. Largent said there were no questions at the Finance and Properties meeting. Motion to approve the April 2016 check register by Mr. Sorensen, seconded by Mr. Largent, unanimously approved

Mr. Phillips said there had been some discussion about not having as many committee meetings.

### **Budget Report**

Mr. Meyer said the budget looked to be in good shape. He said that he would have to redo the budget spreadsheet with the new changes with the City. Mr. Phillips stated that he felt the library had reached an important milestone in that the current revenue would be meeting the costs and the library would not have to borrow funds from the City to get through the year. There was discussion about some of the facility issues that could be resolved with City ownership. There was discussion about plans for the Annex. Mr. Zientara discussed some of the work completed by the City. He handed out a summary of the current library building projects completed or started by City maintenance. He said the Dewberry Architectural group would be looking at the Annex building to assess future use. There was discussion about the summary list that Mr. Zientara handed out. Mr. Sorensen said the board appreciated the positive work that has been done by the City.

### **Illinois Heartland Library System (IHLS)**

Mr. Meyer said he attended a short IHLS board meeting. He said Mr. Phillips would be a member of the Illinois Heartland Board and he was now a member of the SHARE Executive Board, replacing Mr. Edwards.

### **Serving Our Public: Standards for Illinois Public Libraries**

Mr. Meyer discussed Chapter 2, Governance and Administration. He said the majority of the things on the list were done pretty well by the library. He discussed the Evanston Public Library webinar hosted by the City and that he and Mr. Edwards had attended. He said Asst. City Manager Jerry Bauer, Asst. City Manager Billy Tyus and the City Finance Officer Gregg Zientara had also attended.

### **New Business**

Mr. Largent discussed the request for a nominating committee. There was discussion about the nominees and term lengths. Motion to send a letter to the mayor to approve the reappointment of John Phillips and Mark Sorensen and the appointment of Kierra Rodgers by Mr. Largent, seconded by Mrs. Williams, voted yes- Aaron Largent, Donna Williams, John Phillips, Gregg Zientara, Mark Sorensen, Dr. Priscilla Palmer, Michael Sexton (did not vote)

Mr. Phillips announced that Mr. Meyer would be speaking at a City Council meeting in June at 5:30.

**Public Comments**

None

**Meeting Adjourned**

Motion to adjourn by Dr. Palmer at 5:51 p.m., seconded by Mr. Sexton, unanimously approved

Scribe,

Robert L. Edwards  
Assistant City Librarian

Approved 6/16/2016