

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Date: April 17, 2014

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

In Attendance: Teena Zindel-McWilliams **Staff:** Robert Edwards, Interim City Librarian

Jim Alpi

John Phillips

Eugene King

Mark Sorensen

Garry Davis

Mary Gendry

Dr. Priscilla Palmer

Absent: Ed Costa

Call to order

Meeting called to order by Mrs. Zindel-McWilliams at 4:36 p.m.

Agenda

There was discussion about the agenda. Motion to amend agenda by Mr. Phillips, seconded by Mr. Alpi. Motion to approve the agenda made by Mr. Phillips seconded by Dr. Palmer

Minutes of Previous Meeting

There were two recommended changes in the minutes. Motion to approved amended minutes by Mr. Sorensen, seconded by Dr. Palmer.

Communications from the Public

None

City Librarian's report

Mr. Edwards gave an overview of the Library events for March. Mr. Edwards mentioned that the Library had finished the Lincoln: The Constitution and the Civil War traveling exhibition. He

mentioned that the most popular event was probably the "Abraham Lincoln in Song" featuring Chris Vallillo and Rocky Maffit. He mentioned that the Illinois Heartland group SHARE (Share Heartland's Available Resources) had announced that the Polaris company had been acquired by Innovative. He mentioned that there had been another meeting with SEDAC meeting which included TSSI. Mr. Edwards also reported that several staff members had attended the PLA conference last month, courtesy of funding from the Friends of the Decatur Public Library. He reported that March had been a very productive month with materials coming into the Library, the number of IHLS bins delivered to the library almost tripled from February. He added that new materials are coming in at a steady flow again. He added that there was also an upgrade of the computers in the computer lab.

Reports of committees

Mr. King discussed the evaluation form for City Librarian. He mentioned the goals for the previous City Librarian and that the Board thought that it would be good for the new City Librarian to have a sense of their goals. Mr. King passed around some of the goals and recommendations that had been discussed by the Board. He mentioned the form to be given to Mr. Rick Meyer and the 6 month timeline. There was discussion about the items to add to the list of goals. Mr. Sorensen mentioned that perhaps the new director could do an evaluation and present his assessment. Dr. Palmer mentioned that perhaps there should be goals presented. Mr. Davis mentioned that he didn't think that form presented should be as an evaluation. There was more discussion about the evaluation form. Mr. Alpi mentioned that perhaps the new librarian could review policies and procedures and explain where the gaps are. Mr. Phillips mentioned that he liked the idea of new director creating a set of goals. Dr. Palmer asked if there were a set of goals and expectations to present. Mr. Davis mentioned those should come from the Personnel Committee. Mr. King discussed the evaluation process. Mrs. Zindel-McWilliams mentioned that she thought they could blend the ideas and come up with an evaluation that covers policy, procedures and a long range plan of action in the written report. Mr. Phillips mentioned that he was looking at the timeline and thought that there should be some mention of the budget in the goals. There was discussion about the budget timeline.

Mr. Sorensen mentioned that he and Dr. Palmer would take the responsibility of introducing Mr. Meyer to the librarians at Millikin, District #61 and Richland. He discussed the reception planned for May 13th. Mr. Phillips mentioned that the new Librarian should probably meet the new City Council. Mr. Sorensen discussed the upcoming meeting with the Chamber on April 29th.

Mr. Alpi discussed the check register. Motion to approve the check register by Mr. Phillips, seconded by Mr. Sorensen, all approved. Mr. Alpi discussed the budget reports sent by the City and the blanket purchase orders. There was discussion about the cash flow statement sent by the City. Mr. Alpi stated that in reviewing the info it appeared that the library was pretty much target with spending. Mr. Alpi discussed the budget meeting at the City and the budget process. He stated that the Board should have a proposed budget to City by September. There was discussion about the EAV and taxes. He mentioned that the Board should probably start planning next month. Mr. Phillips suggested that there be a goal session next month. Mrs. Zindel-McWilliams stated that a goal session would give Mr. Meyer a sense of what's going on with the budget and expectations.

Mr. Alpi mentioned the discussion with the City Haley and the possibility of bids for construction on the Local History project could be ready by October.

Mr. Alpi discussed the visit by SEDAC and TSS and the immediate savings.

Mr. Edwards reported that there was that there was nothing new to report from Illinois Heartland Library System.

Mrs. Gendry reported on the Friends of the Library. She mentioned the upcoming Zombie Run.

Mrs. Zindel-McWilliams discussed the nominating committee for President, Vice President and Secretary. There was discussion about the names of potential Board members submitted to the Mayor.

Motion to enter into closed session by Mr. King for Section 5 ILCS 120/2(c) (1) at 5:50 p.m., seconded by Mrs. Gendry. Closed session concluded at 5:58 p.m.

Mr. Sorensen announced that the Board would like to recognize Mr. Edwards for his time and hard work as Interim City Librarian under his current salary. He mentioned that the Board had decided to present Mr. Edwards with a 2% raise and an \$8,000 bonus effective immediately. Motion by Mr. Sorensen to give Mr. Edwards a 2% raise and \$8,000 bonus, seconded by Mr. Phillips. Mr. Phillips thanked Mr. Edwards for all of his hard work.

Mr. Edwards thanked the Board.

Mrs. Zindel-McWilliams discussed Mr. Meyer's start date. There was discussion about the Mr. Meyer starting.

New Business

None.

Standards for Illinois Libraries

Mr. Edwards discussed the Chapter 7 in the Core Standards for libraries in Illinois.

Meeting Adjourned

Motion to adjourn by Dr. Palmer, seconded by Mrs. Gendry
Meeting adjourned at 6:05 p.m.

Scribe,

Robert L. Edwards

Assistant City Librarian

Approved 5/22/2014